

**U.S. DEPARTMENT OF ENERGY
NATIONAL NUCLEAR SECURITY ADMINISTRATION
NEVADA OPERATIONS OFFICE**

MANUAL

NV M 111.XB

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**FUNCTIONS, RESPONSIBILITIES,
AND AUTHORITIES MANUAL**



**INITIATED BY:
Human Resources Division**

1. PURPOSE. This Manual defines the National Nuclear Security Administration (NNSA) Nevada Operations Office (NNSA/NV) Functions, Responsibilities, and Authorities (FRA) associated with its major organizational elements and position categories. This Manual covers the performance of internal management and operating functions, functions associated with work that NNSA/NV has chosen to administer and/or execute, and functions associated with work performed by NNSA/NV contractors or other organizations utilizing NNSA/NV resources. The Manual also incorporates safety FRA derived from the Department of Energy (DOE) corporate SAFETY FRA MANUAL (FRAM), the Environmental Management (EM) FRAM, and the NNSA Defense Programs (DP) FRAM. Major changes to the organizational components of the Manual must be approved by the Manager, NNSA/NV; normal clarifying or refining of duties and responsibilities outlined within the Manual will be changed in accordance with NV M 251.1-1B, NNSA/NV DIRECTIVES SYSTEM MANUAL. The Human Resources Division (HRD) will serve as the Office of Primary Responsibility (OPR).
2. CANCELLATION. NV M 111.XA, FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL, dated 9-7-00.
3. APPLICABILITY. This Manual applies to all NNSA/NV organizational elements.
4. RESPONSIBILITIES. See Chapters II, III, and IV.
5. REFERENCES.
 - a. DOE P 411.1, SAFETY MANAGEMENT FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES POLICY, dated 1-28-97.
 - b. DOE M 411.1-1B, SAFETY MANAGEMENT FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL, dated 5-22-01.
 - c. Office of NNSA/DP, *Safety Management Functions, Responsibilities, and Authorities Manual*, draft, dated 11-3-98.
 - d. Office of EM, *Safety Management Functions, Responsibilities, and Authorities Manual*, draft, dated October 1998.
 - e. Office of Federal Procurement Policy Letter 92-1, "Inherently Government Functions," Office of Management and Budget Circular A-76 Supplement, Appendix 5.

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CHAPTER I

NNSA/NV PHILOSOPHY

1. INTRODUCTION.

- a. NNSA/NV is committed to performing its federal functions safely and with the highest degree of work performance and respect for the environment. The operations office objective is to understand and meet the technically complex needs of its customers while ensuring the protection of workers, the public, and the environment. To accomplish this objective, NNSA/NV ensures work is properly defined, planned, and executed and trained/experienced federal personnel are knowledgeable of their roles and responsibilities.
- b. This Manual describes NNSA/NV's overall management approach to performing the management and oversight roles and responsibilities associated with NNSA/NV operations and also serves as a key element of NNSA/NV's Integrated Safety Management (ISM) System (ISMS). The Manual integrates field element responsibilities and authorities assigned in the DOE corporate FRAM, EM FRA, and NNSA/DP FRA documents. The NNSA/NV organizational structure, work assignments within that structure, and roles and responsibilities for assigned work scopes are formally defined within the Manual, which also provides a framework for the development of lower-tier documents to further describe line and support roles, responsibilities, and authorities.

2. MANAGEMENT APPROACH.

- a. NNSA/NV manages the Nevada Test Site (NTS), a unique national asset and the nation's largest expanse of DOE and NNSA land. Surrounded on three sides by the Nellis Air Force Range (also known as Nellis Test and Training Range), the NTS provides government and private organizations the ability to conduct tests and operations in a safe and secure environment. NNSA/NV also manages the Remote Sensing Laboratory-West in Las Vegas, Nevada; the Special Technologies Laboratory at Santa Barbara, California; Los Alamos Operations at Los Alamos, New Mexico; and the Remote Sensing Laboratory-East at Andrews Air Force Base, Maryland; and the North Las Vegas Complex. These facilities provide scientific and engineering expertise for activities conducted in support of DOE and NNSA National Laboratories,

Emergency Response, Weapons Test and Stockpile Maintenance Programs. In addition, DOE and NNSA has responsibility for environmental restoration activities at eight off-site locations in five states: Alaska, Colorado, Mississippi, New Mexico, and Nevada.

- b. NNSA/NV personnel perform activities in support of its current missions: National Security (NS), EM, Technology and Economic Diversification, and NTS Stewardship. With respect to the NS mission, NNSA/NV provides vital support to the NNSA Stockpile Stewardship Program through the conduct of test readiness activities, i.e., subcritical and other weapons physics experiments; Emergency Management Programs; Work for Others (WFO) NS organizations; and other experimental programs. EM Programs are conducted under NNSA/NV's cognizance to remediate the environmental legacy of nuclear weapons testing and to safely dispose of low-level waste generated by activities throughout the DOE and NNSA complex. The NNSA/NV Technology and Economic Diversification initiative supports the traditional and nontraditional Departmental Programs and commercial activities that are compatible with the Stockpile Stewardship Program. Finally, NNSA/NV seeks to develop long-term strategies which will institutionalize and enhance the experimental complex and ensure that NTS land and facilities are managed as a valued national resource.
- c. NNSA/NV interfaces with a number of entities, including DOE and NNSA; the Defense Nuclear Facilities Safety Board (DNFSB); other federal agencies; state regulators in five states; county and local governments; Indian Tribes; and stakeholders. For management of its line missions, NNSA/NV's key interfaces are with NNSA and EM. NNSA/NV conducts its DNFSB activities in compliance with DOE M 140.1-1B, INTERFACE WITH THE DEFENSE NUCLEAR FACILITIES SAFETY BOARD; and interfaces with other federal agencies and regulatory entities are conducted under the auspices of applicable Memorandum of Agreements (MOA), Memorandum of Understandings (MOU), fiscal year task plans with the applicable agencies, and formal regulatory agreements. Interfaces with county and local governments are coordinated through the Manager's Office, and key stakeholder interfaces are coordinated through the Office of Public Affairs (OPA) and the Community Advisory Board for NTS Programs. Tribal government interfaces are coordinated through the Office of Assistant Manager (AM) for Technical Services (AMTS).

- d. Because of the diversity of customers, including the national laboratories, federal agencies, universities, and private organizations, NNSA/NV serves as the integrator for activities conducted under its purview. This unique federal role provides enhanced flexibility to accomplish the NS and EM missions, while supporting highly sensitive NS customers and their operations.
- e. In accomplishing its mission, NNSA/NV utilizes a Performance-Based Management Contractor (PBMC) to perform work at its facilities, provide support to users of the NTS, and manage and operate the NTS infrastructure. Other contractors are utilized to provide security services, environmental restoration support, and other mission-related work. Formal direction of contract activities is through NNSA/NV Designated Officials (DO) for the PBMC and security contractors or through Contracting Officer Representatives (COR) for other contracts.
- f. NNSA/NV utilizes formal work control mechanisms to ensure that work is properly screened to determine if it is appropriate for performance under NNSA/NV's purview; to ensure that work is properly planned, risks are analyzed, and risk controls identified; and to ensure that work is appropriately authorized and appropriate documentation maintained. Once work is initiated, NNSA/NV provides oversight commensurate with the inherent risks associated with the work performed. Work is evaluated and measured, and feedback is provided using award fee and performance-based management principles and practices. Input from the national laboratories is considered in this evaluation and feedback process. Practices that result in key Lessons Learned are reported through the NNSA/NV's Lesson Learned Program.
- g. NNSA/NV work requires the effective teaming of diverse federal professionals to accomplish the mission. NNSA/NV is committed to creating an environment wherein high performance teams and partnerships are empowered to accomplish an objective through the combined talents of the participants. Technical skills are fostered through the Technical Qualification Program, which provides ongoing training and evaluation to ensure that federal staff maintain the highest levels of technical expertise. The Succession Planning Program is another tool utilized by NNSA/NV to ensure the availability of highly trained professionals for a variety of management, technical, and administrative positions.
- h. Work is assigned throughout the NNSA/NV organization in accordance with the organizational elements' functional assignments defined in Chapter II. Heads

of organizational elements further distribute work assignments to individual employees. Safety responsibilities of NNSA/NV management officials and staff are an integral component of each individual's job and cannot be delegated. Authorities, which flow from DOE and NNSA, may be further delegated below the Manager.

- i. The NNSA/NV organization depends upon a blend of management, technical, and administrative personnel to accomplish its missions through assigned line and/or support roles. Line roles are those that are associated with the work performance that lead directly to mission accomplishment. Support roles are those that are associated with institutional or support functions that contribute to the success of missions.
- j. NNSA/NV has defined position categories to identifying common responsibilities and authorities throughout the NNSA/NV organization, which are described in Table 1. The differentiation between Program and Project Manager in Table 1 is associated with the duration of the work scope, i.e., programs continue year after year, whereas projects have a defined beginning and end date. Key responsibilities and authorities assigned to specific position categories are defined in Chapters III and IV. Chapter IV also serves to integrate safety responsibilities and authorities from the DOE corporate FRAM, EM FRA, and NNSA/DP FRA documents. Qualification standards for NNSA/NV position categories are specified in the NNSA/NV Training Directive. It is the responsibility of the first line supervisor to ensure that work is assigned to personnel qualified in applicable position categories based on the nature of the work.
- k. Major changes to the organizational components of the Manual must be approved by the Manager; normal clarifying or refining of duties and responsibilities outlined within the Manual will be changed in accordance with NV M 251.1-1B, NNSA/NV DIRECTIVES SYSTEM MANUAL. HRD will serve as the OPR.
- l. In the event of conflicts between responsibilities and authorities identified in regulations/DOE and NNSA Directives and the provisions of this Manual, the regulatory/DOE and NNSA Directives requirements take precedence. If there are any conflicts between this Manual and other NNSA/NV Directives, position description, or performance appraisals regarding roles and responsibilities, the provisions of this Manual take precedence.

- m. This Directive, coupled with individual position descriptions and performance appraisals, forms the basis for accountability of all NNSA/NV employees. Employees are trained on the content of this Directive. Employees are encouraged to identify inconsistencies and/or inaccuracies with this, or any other NNSA/NV Directive, so that they can be addressed by the appropriate OPR(s). This will provide the feedback necessary to strive for continuous improvement in our NNSA/NV management systems.

Table 1--NNSA/NV Position Categories	
<u>Manager and AMs.</u>	NNSA/NV Senior Managers are responsible for developing the overall mission; establishing broad priorities; providing technical direction; preparing and defending the mission budget; integrating all components of the mission; providing liaison with management, DOE and NNSA, and the public; and retaining overall accountability for safe delivery of all products associated with the mission. Some of these Senior Managers are formally designated by the Manager as a "Program Manager" as defined by the Procurement Integrity Act definition of a "Program Manager." This formal designation has no relationship to the term as it is used below and any other place in this document as a NNSA/NV position category nor does it have any relation to the Office of Personnel Management (OPM) position classification: Series 340--Program Manager.
<u>DOs/CORs.</u>	A DO/COR is an individual appointed by the Contracting Officer to act as an authorized representative for such functions as technical monitoring, inspection, and other functions of a more technical nature not involving a change in the scope, terms, and conditions of the contract. The contractor must comply with written direction provided by the DO/COR.
<u>Division/Office Director.</u>	Division/Office Directors are responsible for ensuring that assigned programs/projects are properly planned, executed, and evaluated; ensuring the quality and effectiveness of assigned functions; and for ensuring qualifications of assigned personnel. The Division/Office Directors are responsible for establishing priorities, setting goals, providing overall strategic and technical direction, ensuring availability of human and budgetary resources, negotiating and reconciling conflicting or competing requirements and/or priorities within the assigned projects and functions, and ensuring that work is performed safely. Division/Office Directors must coordinate and integrate the efforts of Program/Project Managers, Task Managers, Functional Managers, Facility Representatives (FR), and Subject Matter Experts (SME) that report to them.

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Table 1--NNSA/NV Position Categories	
<u>Program/Project Manager.</u>	An NNSA/NV employee, formally designated by an AM or Division/Office Director, who is assigned program/project management responsibilities for a defined work scope. The Program/Project Manager is the single point of contact (POC) for management and oversight of the work scope and in this role is accountable for ensuring an adequately defined work scope, cost, schedule, and for monitoring contractor performance. The Program/Project Manager is responsible for ensuring adequate planning and organizing, directing, controlling, and reporting of all activities within the assigned scope of work has been accomplished to provide a defined product(s) in a safe manner. Program/Project Managers may reside in any of the AM organizations. Neither Program Manager nor Project Manager responsibilities are further delegatable. For DOE O 413.3 projects, the title Federal Project Manager (FPM) is used, and designation is by the Manager or Headquarters Acquisition Executive. Refer to NV O 413.X.
<u>Task Manager.</u>	An NNSA/NV employee, formally designated by a Division/Office Director, who is responsible for oversight of specific tasks within a program/project to ensure compliance with approved plans. The Task Manager is accountable to the Director for providing appropriate support to designated Program/Project Managers. The Task Manager is responsible for monitoring performance in accordance with approved plans, notifying the Program/Project Manager of deviancies from plans and unsafe conditions, and providing recommendations to the Program/Project Manager to ensure the delivery of specific project deliverables.
<u>Functional Manager.</u>	An NNSA/NV employee, formally designated by a Division/Office Director, who is assigned the responsibility to monitor the performance of a function(s) that supports multiple NNSA/NV missions/programs/projects. The Functional Manager has no responsibility for the contractor's/user's development of cost, scope, or schedule. However, the Functional Manager does ensure that assigned functions satisfy defined requirements and are performed in a manner that adequately controls associated risks.
<u>Facility Representative.</u>	NNSA/NV personnel designated by the Manager. The FR is assigned to monitor the performance of facility operations from an environment, safety, and health (ES&H) perspective. In particular, FRs provide day-to-day oversight of contractor operations at the NNSA/NV facilities so that senior staff, technical SMEs, and designated Line Managers have accurate and up-to-date information on safe work performance. FRs assist in the development and implementation of Validation/Assessment (V/A) Plans. They provide an on-site presence and maintain a constant vigil on operations to ensure that hazard controls are functioning as planned and work is being performed safely. FRs maintain stop work authority, as necessary, to protect the health and safety of workers and the public, to protect the environment, or to protect the facility and equipment.

Table 1--NNSA/NV Position Categories	
<u>Subject Matter Expert.</u>	An NNSA/NV support staff employee, who by virtue of a combination of education, training, and experience, possesses knowledge and skills in a particular field/discipline sufficient to provide Line Managers with sound advice and direction relating to their area of expertise. SMEs are formally designated by the applicable Division/Office Director with responsibility for the area of expertise.
<u>Administrative Staff.</u>	NNSA/NV employees providing clerical and administrative support to the organization.

(NOTE: The term Program Manager is used in this Directive to establish an overall NNSA/NV management system and has no association with the OPM position classification, "Series 340--Program Manager.")

3. DELEGATION OF AUTHORITY.

- a. The Administrator, NNSA, is the source for all NNSA authority and may delegate that authority throughout DOE and NNSA. The Cognizant Secretarial Office (CSO) of the NNSA Program Office delegates NNSA/NV operating authority to the Manager, who in turn, delegates operating authority to the AMs of NNSA/NV organizational elements. Authority may be delegated by DOE and NNSA Directives, mission statements, position descriptions, and FRA memorandums.
- b. The following restrictions apply to the NNSA/NV delegation of authority:
 - (1) All delegations must be in writing, which must be provided to the designee. This document will establish a clear understanding between the delegating authority and the designee of the specific function delegated and all circumstances under which the authority may be exercised, including any restrictions or prohibitions related to further delegation.
 - (2) The delegation may be rescinded by the delegating authority in writing at any time.
 - (3) Permanent delegations remain in effect until rescinded in writing by the delegating official. Temporary delegations will specify when authority is to be terminated.

- (4) Any time an NNSA/NV signature is required, the signing official will have written authority.
4. **WORK CONTROL.** Those activities that define and shape the missions of the Department, such as the development of strategic plans, budget execution plans, and safety policies and requirements, are considered to be direction. The five core management functions, together with corporate direction, define the necessary structure for any work activity that could impact the Department. The degree of rigor in addressing these functions will vary based on the work activity and the risks involved. Collectively, execution of NNSA/NV's system of Directives will provide reasonable assurance that work will be effectively controlled (see Figure 1).

NNSA/NV Management Functions

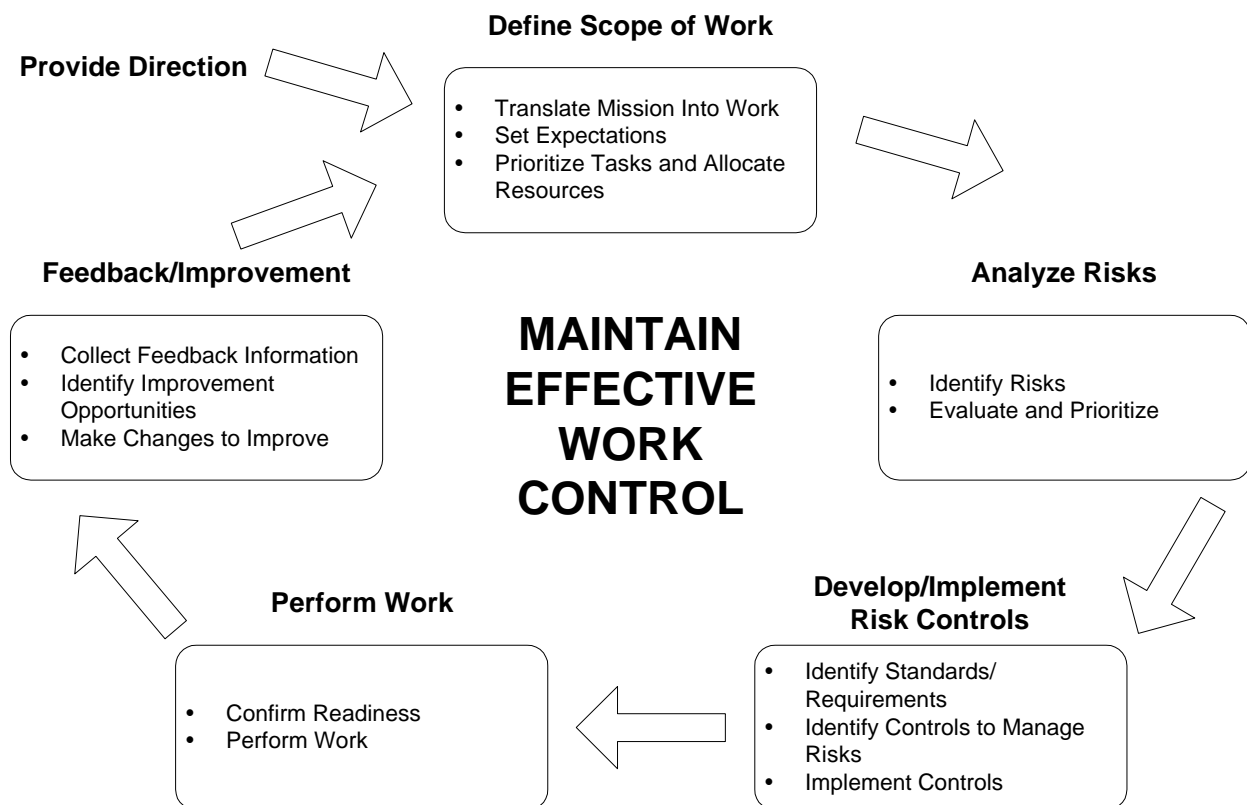


Figure 1

CHAPTER II

NNSA/NV ORGANIZATIONAL MANUAL
FUNCTIONAL ASSIGNMENTS

1. **OFFICE OF THE MANAGER.**

a. **Mission.**

The role of the Office of the Manager is to ensure assigned NNSA/NV missions are successfully accomplished in a manner that protects the health and safety of workers, the public, and the environment; and promotes public trust. NNSA/NV's five current missions are:

- (1) National Security
- (2) Environmental Management
- (3) Technology and Economic Diversification
- (4) Energy Efficiency and Renewable Energy
- (5) Stewardship of the NTS

The NNSA/NV organizational structure to accomplish these missions is depicted in Figure 2.

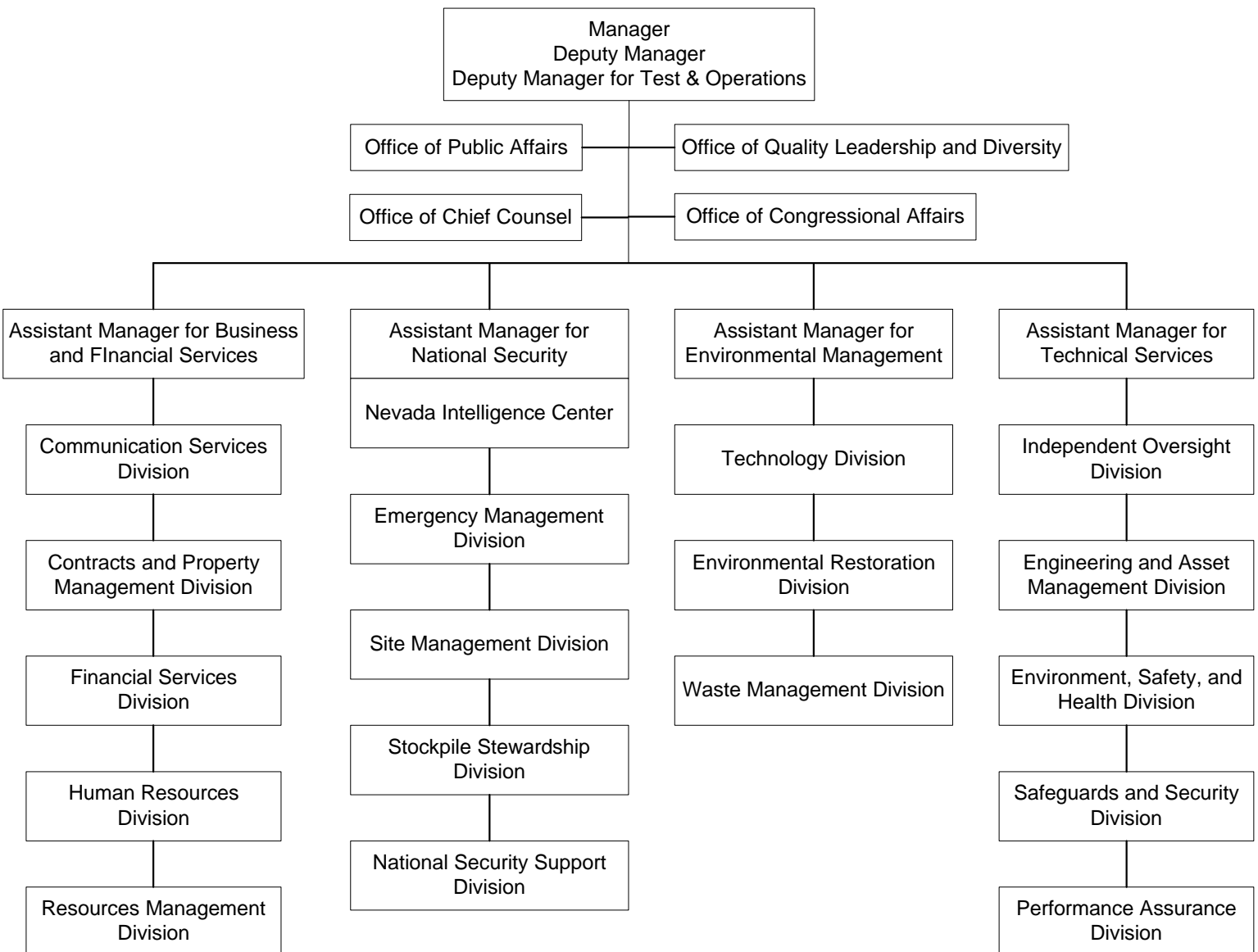


Figure 2--NNSA/NV Organizational Elements Functional Assignments

- b. Components. The Office of the Manager is comprised of: the Manager, Deputy Manager, Deputy Manager for Test and Operations, Office of Chief Counsel (OCC), Office of Quality Leadership and Diversity (OQLD), Office of Congressional Affairs (OCA), and OPA.
- c. Functions.
 - (1) Manager. The Manager provides executive direction of program, project, and administrative functions and activities assigned to NNSA/NV.
 - (a) For Hazard Category 1-3 nuclear facilities where NNSA/NV is assigned as the DOE or NNSA approval official by the Headquarters Program Office, considers the results of NNSA/NV Safety Evaluation Review Teams and approves the Safety Evaluation Report (SER) in which DOE or NNSA approves the safety basis and Technical Safety Requirements for an NNSA/NV-assigned nuclear facility, including modifications to facilities.
 - (b) Delegates to the cognizant line AM responsibility and authority to review, evaluate, and, when appropriate, approve any contractor action determined to involve an Unreviewed Safety Question (USQ). Delegates to the Performance Assurance Division (PAD) responsibility and authority to maintain current knowledge of all actions involving USQs, maintain independent oversight on all actions involving USQs, and review and concur in all actions involving USQs.
 - (2) Deputy Manager. The Deputy Manager assists the Manager in the executive direction of program, project, and administrative functions and activities assigned to NNSA/NV.
 - (3) Deputy Manager for Test and Operations. The Deputy Manager for Test and Operations serves as the Senior Line Manager for operations at the NTS and ensures overall integration among all NTS field operations.
 - (4) Office of Chief Counsel. OCC performs the following functions:
 - (a) Litigation and Claims Management. Takes legal action on claims, litigation, and administrative proceedings. Monitors and approves

outside counsel billings. Reviews and/or approves claims. Represents NNSA/NV management in litigation and administrative proceedings.

- (b) Preparation of Legislative Material. Prepares or coordinates review of legislative material.
- (c) Legal Library. Maintains legal library resources for NNSA/NV use.
- (d) Ethics and Financial Disclosure Reporting. Distributes financial disclosure reporting documents and information. Reviews financial submissions. Provides ethics advice.
- (5) Office of Quality Leadership and Diversity. OQLD performs the following functions:
 - (a) Total Quality Management (TQM). Facilitates implementation of all aspects of TQM and customer service initiatives at NNSA/NV.
 - (b) Diversity Management. Develops and implements diversity management initiatives, including team building.
 - (c) Complaints Processing. Manages precomplaint counseling, formal complaint processing, investigations, final decisions, and appeals for both NNSA/NV and the Yucca Mountain Site Characterization Office.
 - (d) Affirmative Employment. Develops and implements NNSA/NV plans and programs for affirmative employment, the disabled, and disabled veterans; and Minority Educational and Community Outreach Programs.
 - (e) Federal Equal Opportunity Recruitment. Responsible for development and implementation of NNSA/NV Federal Equal Opportunity Recruitment Plan.
- (6) Office of Public Affairs. OPA performs the following functions:
 - (a) News and Public Media Interface and Coordination. Produces news releases, newsletters, fact sheets, and biographies; coordinates advertising, news monitoring, news dissemination, and video/film

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production. Serves as the primary interface for media and public inquiries related to NNSA programs and activities. Coordinates responses to media and public with appropriate NNSA program element.

- (b) Education Outreach Program. Coordinates NNSA/NV's efforts in science and mathematics education through Science Now, Science Bowl, JASON, Professional and Youth Building a Commitment, Solar Sprint, etc.
- (c) Community Outreach Program. Coordinates NNSA/NV's community outreach efforts in conducting public meetings, participation in the Community Reuse Organization (CRO), input into the Equipment Loan Program, the NNSA/NV Speakers' Bureau, etc.
- (d) Freedom of Information Act Program. Provides for the release of government records to the public. Freedom of Information Act requests pertaining to intelligence and intelligence-related activities are coordinated through NVIC.
- (e) Privacy Act Program. Provides employees' personal information maintained by NNSA/NV and predecessors, e.g., Dosimetry Research Project.
- (f) Facility and Site Tours Program. Coordinates public and programmatic visits and tours to the NTS and other facilities and sites. Facility and site tours involving members of the Intelligence Community (as visitors or briefers) are coordinated through NVIC. Coordinates visits and tours to the NTS and to those facilities with the appropriate NNSA program office and the FR for those facilities that have an assigned FR.
- (g) Coordination and Information Center. Manages the nuclear weapons testing document collection and provides copies to requesters.
- (h) Public Reading Room. Manages the Public Reading Room facility and provides recently released government reports and records to the public.

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(7) Office of Congressional Affairs. OCA performs the following function:

- Intergovernmental Contacts. Serves as focal point for local government and congressional interactions.

2. ASSISTANT MANAGER FOR NATIONAL SECURITY (AMNS).

a. Mission. AMNS ensures that assigned missions are accomplished in a manner that protects the health and safety of workers, the public, and the environment; and promotes public trust. AMNS provides the programmatic direction and technical project management necessary to:

- (1) Maintain nuclear test resumption capability.
- (2) Support field experiments gathering stockpile related physics data.
- (3) Operate the Device Assembly Facility (DAF), the U1a Complex, the Big Explosive Experimental Facility (BEEF), the Joint Actinide Shock Physics Experimental Research (JASPER) Facility, Nevada Energetic Materials Operations Facility (NEMOF), Augmented Test Logistics Assembly System (ATLAS), and the Hazardous Materials Spill Center (HSC).
- (4) Manage key elements of national nuclear emergency response.
- (5) Host Department of Defense (DoD) and Defense Threat Reduction Agency (DTRA) special projects, and other WFO projects.
- (6) Provide federal presence, intelligence support, and oversight to NTS programmatic and operational activities.
- (7) Maintains and operates the National Center for Combating Terrorism.

b. Components. The Office of AMNS is comprised of the Nevada Intelligence Center (NVIC) and four divisions: Stockpile Stewardship Division (STD), Emergency Management Division (EMD), Site Management Division (SMD), and National Security Support Division (NSSD).

c. Functions.

- (1) Office of AMNS. The Office of AMNS performs the following functions:
 - (a) Oversight of functional responsibilities of AMNS.
 - (b) Oversight of the Nevada Work Smart Standards (NV-WSS) process.
 - (c) NVIC activities, including foreign intelligence, counterintelligence, and special security functions.
 - (d) Combating terrorism activities, including facilities and program support of the HSC; Access Technology Program; Weapons of Mass Destruction sensor systems, test beds, training, exercises, and technology countermeasures; Special Technologies Program; Weapons of Mass Destruction proliferation and projects; and associated WFO.
 - (e) Program administration, intergovernmental coordination, and day-to-day operations of the Nevada Center for Combating Terrorism.
 - (f) Crosscutting activities, including development of programmatic budgets and strategic planning.
- (2) Stockpile Stewardship Division. STD performs the following functions:
 - (a) Stockpile Stewardship Program. Functions as the programmatic Line Management for Stockpile Stewardship projects and facilities assigned to NNSA/NV, including the DAF, U1a, BEEF, JASPER, ATLAS, DTRA tunnels, and NEMOF.
 - (b) Subcritical and High Explosive (HE) Experiments and Other Stockpile Stewardship Program Work. Ensures that contractor work associated with subcritical and HE experiments and other related Stockpile Stewardship Program work is defined, meets user laboratory requirements, complies with the principles of ISM, and meets all applicable DOE and NNSA regulatory requirements.
 - (c) Nuclear Test Readiness/Archiving Program. Manages test readiness activities related to archiving, retention of core capabilities, training,

and personnel certification. Provides coordination of Containment Evaluation Panel and underground testing seismic monitoring activities. Manages the work associated with test diagnostics at Livermore, Los Alamos, and Nevada. Manages the Meteorology Program and test readiness activities related to NS activities.

- (d) Work for Others. Manages all DoD Demilitarization Programs conducted at the NTS. Coordinates and oversees DTRA projects. Coordinates and oversees all DoD conventional weapons tests carried out at the NTS. Coordinates and oversees other assigned defense/NS project activities on the NTS such as NTS imaging, chemical/biological projects, military training, or special projects. Oversees commercial and special WFO projects as assigned. All intelligence and intelligence-related WFO, including imaging of the NTS, is coordinated through NVIC.
 - (e) Programmatic Construction Activities. Manages and/or oversees all programmatic construction activities and associated Real Estate/Operations Permits (REOP).
 - (f) Lead for Strategic Site Development Planning. Provides the Executive Secretary for the Site Development Steering Committee and co-chairs the Integration Committee.
- (3) Emergency Management Division. EMD performs the following functions:
- (a) Nuclear Emergency Support Team (NEST) Search Program. Serves as the NNSA Manager for the search and assessment aspects of the NEST Program. As such, provides programmatic direction and oversight of the search assets within NNSA and in accordance with DOE Order 5530.2, NUCLEAR EMERGENCY SEARCH TEAM; DOE O 151.1A, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM; Presidential Decision Directive (PDD)-39 and PDD-62; and the Federal Radiological Emergency Response Plan (FRERP). EMD maintains deployment rosters; qualifies emergency management, scientific and technical personnel; administers training, exercises, and drills; plans and administers technical integration and configuration management activities; and coordinates deployments

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for federal emergencies. EMD also provides integration with the Lead Federal Agency and other federal agencies to maximize efficiency during emergency missions and exercises.

- (b) Consequence Management (CM) and Federal Radiological Management and Assessment Center (FRMAC) Program. Serves as the NNSA Manager for CM assets deployable worldwide and as federal coordinator for national response efforts during a domestic radiological emergency (FRMAC deployment). As such, provides programmatic direction and oversight of the program within NNSA and in accordance with DOE Order 5530.5, FEDERAL RADIOLOGICAL MONITORING AND ASSESSMENT CENTER; DOE O 151.1A, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM; PDD-39 and PDD-62; and the FRERP. EMD maintains deployment rosters; qualifies emergency management, scientific and technical personnel; administers training, exercises and drills; plans and administers technical integration and configuration management activities; and coordinates deployments for federal emergencies. EMD also provides integration with other federal agencies, state authorities, tribal officials, and other local coordinators to maximize efficiency during emergency missions and exercises.
- (c) Aerial Measuring System. Serves as the NNSA Manager for the Aerial Measuring System Program. As such provides programmatic direction and oversight of the program within NNSA and in accordance with DOE Order 5530.4, AERIAL MEASURING SYSTEM; DOE O 151.1A, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM; PDD-39 and PDD-62; and the FRERP. EMD maintains deployment rosters; qualifies both scientific and aviation personnel; administers training, exercises, and drills; plans and administers technical integration and configuration management activities; and coordinates deployments for federal emergencies and for WFO federal agencies. EMD also provides integration with other federal agencies, state authorities, tribal officials, and other local coordinators to maximize efficiency during emergency missions and exercises.
- (d) Accident Response Group (ARG). NNSA/NV provides logistical support and emergency management expertise to ARG Programs administered by the NNSA Albuquerque Operations Office

(NNSA/AL). As such, EMD ensures readiness of the logistical support equipment and technicians, maintains deployment rosters, conducts local readiness drills and participates in regional and national exercises. NNSA/NV provides the Deputy Senior Energy Official for ARG field deployments. These services are provided within NNSA and in accordance with the ARG Deployment Procedures Manual; DOE Order 5530.1A, ACCIDENT RESPONSE GROUP; DOE O 151.1A, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM; PDD-39 and PDD-62; and the FRERP.

- (e) Disposition of a Nuclear Device at the NTS. NNSA/NV provides program management and facility support for the disassembly or destruction of a nuclear device at the NTS. Under the guidance of the policy letter from NNSA/DP, dated 10-25-99, and the MOA between NNSA/AL and NNSA/NV, the NTS can be the location for the disposition of either a damaged United States nuclear weapon or an improvised nuclear device. NNSA/NV will provide the Deputy Program Manager for Disassembly Operations all required facilities at the NTS for disassembly or destruction of the device, and the Program Manager for the Management of the Disposition Program in collaboration with NNSA/AL.
- (f) Communicated Threat Assessment (CTA) Program. Serves as COR for the CTA Program that is managed from NNSA, NN-50. As such, EMD provides oversight and evaluation, as well as contract and financial management of the program. Direction and work scope are developed and implemented through negotiations between various customers, NN-50, and the contractor. The customers include the Federal Bureau of Investigation, Department of State, DoD, and other federal and local law enforcement entities. The purpose of the program is to provide the United States Government the capability to evaluate communicated threat messages in order to determine the credibility of the threat. The evaluations are made for behavioral, technical and operational aspects of the threat message. Such evaluations are meant to preclude expensive deployments when a threat message is deemed to be not credible.
- (g) Emergency Response Support and Logistics. Provides support and logistics technicians and equipment for worldwide deployment of all NNSA radiological response assets. The program manages

resources to support voice, data, and video communications in both secure and nonsecure mode between deployed NNSA assets, fixed facilities, and other pertinent federal entities; deploys equipment and people to document responses with photographic and video capabilities; maintains the ability to fabricate and maintain mechanical and electrical systems, both in the field and in-house; and deploys resources to address any other support and logistics needs for the entire NNSA emergency response community.

- (h) Radiological Assistance Program. Serves as the Manager for Team 4 of Region 7. As such, manages, provides oversight and defines direction for the team within NNSA and NNSA Oakland Operations Office's (NNSA/OAK) guidance, and in accordance with DOE Order 5530.3, RADIOLOGICAL ASSISTANCE PROGRAM, and the FRERP. EMD maintains deployment rosters; qualifies both scientific and emergency management personnel; administers training, exercises, and drills; maintains equipment readiness; and coordinates deployments for federal emergencies. EMD also provides integration with other federal agencies, state authorities, tribal officials, and other local coordinators to maximize efficiency during emergency missions and exercises.
- (i) Transportation Emergency Preparedness Program (TEPP). Serves as the TEPP coordinator for NNSA in the state of Nevada. As such manages, provides oversights, and defines direction for TEPP with DOE, EM-24, and NNSA/OAK's guidance. The TEPP coordinator is the interface with state, tribal, and local authorities for emergency planning for NNSA transportation of unclassified radioactive material. Provides advice and assistance on development of emergency plans and procedures, provides TEPP planning tools, and coordinates Modular Emergency Radiological Response Transportation Training assistance. EMD also provides integration with other federal agencies, state authorities, tribal officials and other local coordinators to maximize efficiency during emergency missions and exercises.
- (j) Special Programs. Provides management of NNSA and WFO-funded special programs and projects at the HSC, Remote Sensing Laboratory-West, Special Technologies Laboratory, Remote Sensing

Laboratory-East, and other facilities related to intelligence, counterintelligence, counterterrorism, counterproliferation, law enforcement, low intensity conflict, and other unique programs.

- (k) Eastern Measurements Office. Provides management and oversight of Remote Sensing Laboratory-East located at Andrews Air Force Base, Maryland, and serves as NNSA/NV's emergency response "home base" in the Washington, D.C., and eastern United States areas.
 - (l) Counterterrorism Operations Support. Provides training, classroom instruction, exercises, and technology to state, local, and federal agencies having mission responsibilities to develop protective countermeasures to prepare and protect the United States domestically from terrorist incidents.
 - (m) Local Emergency Management Program. Manages the comprehensive Emergency Management Program for NNSA/NV facilities. As such, provides programmatic direction and oversight of the program in accordance with DOE O 151.1A, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM, and DOE G 151.1-1, EMERGENCY MANAGEMENT GUIDE. The comprehensive Emergency Management Program includes emergency planning, preparedness, response, recovery, and readiness assurance activities and effectively integrating these activities under a comprehensive, all-emergency concept.
 - (n) Aviation Management. Responsible for the management, safety, and oversight of all NNSA/NV aviation assets and operations. Utilizes input from the NNSA/NV aviation safety officer to evaluate the overall Aviation Program and provide technical direction when needed. Coordinates intelligence activities through NVIC.
 - (o) Hazardous Materials Spill Center.
- (4) Site Management Division. SMD performs the following functions:
- (a) NTS Operational Coordination. As the single POC for coordination and scheduling of all operations and activities occurring outside of

facilities on the NTS, develops and maintains an integrated schedule, current and projected, for distribution to NNSA/NV personnel, national laboratories, contractors, and other site users.

- (b) On-Site Aviation/Airspace Management. Exercises sole control of NTS airspace to ensure protection of high-risk facilities and activities and safe conduct of special operations and tests. Functions as the single POC for airspace coordination with other entities, including Nellis Air Force Base 98th Range Wing. Coordinates all intelligence-related activities with NVIC.
- (c) Test Readiness Requirements. Provides support to NNSA/NV, national laboratories, contractors, other federal agencies, and other site users prior to and during conduct of tests and experiments at the NTS. Provides support during readiness training, drills, exercises, and, should underground nuclear testing be resumed, will support planning and conduct of tests.
- (d) Functional Management Responsibilities. Provides functional management of NTS ranges and training/testing areas where hazardous operations involving use of military munitions are conducted.
- (e) NTS Access and Area Control. Oversees and coordinates all access to specific, designated areas of the NTS for authorized purposes. Operations and activities in these areas are authorized under primary REOPs maintained by the PBMC and are conducted under the primary or a secondary REOP. Controls ground access between the NTS and Nellis Air Force Range Complex.
- (f) NTS Duty Officer Program Management. Duty Officers from multiple NNSA/NV organizations provide the federal presence at the NTS after normal working hours and on weekends. They are responsible for multiple aspects of NTS stewardship, including oversight of safety and security.
- (g) NTS Explosive Operations. Provides oversight for the tracking of explosives on the NTS during normal working hours and, via the Duty Officer Program, after normal working hours and on weekends.

- (h) Coordination of NTS Land Use. Planning and NTS project siting occurs via the Site Use and Development (SUD) Working Group and the Project Screening and Location Process. SMD chairs the SUD Working Group, supports the SUD Board, and maintains NNSA/NV Directives that implement DOE's land use policies.
 - (i) Emergency Preparedness. Supports the NNSA/NV Emergency Response Organization during training, drills and exercises, and NTS emergencies and significant events.
 - (j) Real Estate/Operations Permit. Provides the administrative function for the REOP process, including oversight of the PBMC administration of the REOP database.
 - (k) Test Group Director Support. Provides administrative support for Test Group Director meetings.
 - (l) NTS Management Plans. Maintains and updates the NTS Resource Management Plan and NTS Range and Airspace Management Plan consistent with DOE and NNSA policy.
- (5) National Security Support Division. NSSD provides the following functions:
- (a) Nuclear Explosive Safety. Supports NNSA/NV and its customers by performing Nuclear Explosives Safety Studies on operations and facilities involving the use of special nuclear material (SNM). Provides reciprocal support to NNSA/AL.
 - (b) Treaty Negotiations and Implementation. Manages the Threshold Test Ban Treaty and Peaceful Nuclear Explosives Treaty Verification Programs for DOE and NNSA. Serves as the NNSA/NV focal point for the development of verification portions of the Nonproliferation Treaty, Comprehensive Test Ban Treaty, Open Skies Treaty, and Chemical Weapons Convention Treaty; ensures participation in exercises, drills, and development of draft protocols and procedures.

- (c) Document Review. Participates in reviews of all NS REOPs authorization bases, including Authorization/Activity Agreements, to ensure technical correctness, consistency, and completeness. Samples selected packages for more in-depth evaluation.
- (d) Subcritical Experiment (SCE) SER. For SCEs, a Documented Safety Analysis (DSA) must be prepared and submitted to NNSA/NV. For DSAs related to SCEs only, NSSD establishes and chairs the DSA Review Team that provides expert technical and safety review. The DSA Review Team will include appropriately qualified SMEs provided by PAD. The NSSD chairperson will be responsible for the development of the SER, and final recommendation of approval/nonapproval to the Manager.
- (e) Nevada Work Smart Standards. Administers the NV-WSS Program, including baseline change control document assistance, Change Review Group (CRG), and integration of approved standards into contract documents.
- (f) Technical Standards Program. Provides the NNSA/NV a single POC for all activities regarding DOE and NNSA technical standards, including review and comment coordination and interfaces with DOE and NNSA.
- (g) Hazardous Operations Controller (HOC) Program. Manages and administers the HOC Program for NNSA/NV and assigns an HOC for applicable operations.
- (h) Program Support. Performs crosscutting management support activities to ensure program continuity within AMNS, i.e., contractor performance evaluations, development, and management of MOAs/MOUs, and Activity and Cooperative Agreements.
- (i) Packaging and Transportation (P&T). Performs as oversight of contractor onsite P&T operations for SCEs, nuclear explosive operations, and other experimental work. Participates in Safety Analysis Report (SAR) for Packaging Reviews. Reviews of safety basis documents for onsite transport.

- (6) Nevada Intelligence Center. As the only federal DOE or NNSA Field Intelligence Element (FIE), NVIC is an extension of the Office of Intelligence (IN-1) and is responsible for the following functions:
- (a) Intelligence Oversight. Serves as the Departmental Senior Intelligence Officer's (SIO) representative for oversight of intelligence and intelligence-related activities (including intelligence-related WFO) under the purview of NNSA/NV at the NTS. As such, the FIE Director has direct reporting authority to the Manager and the SIO. Implements Executive Order 12333, Presidential Decision Directive 61, and applicable Director of Central Intelligence Directives (DCID).
 - (b) Intelligence Collection Coordination. In consonance with agreements among NNSA/NV, the United States Air Force, and DOE and NNSA, coordinates any and all Intelligence Community collection activities involving the NTS. Coordinates all imagery, Signals Intelligence, Measurement and Signature Intelligence, etc., with all relevant organizations to ensure proper deconfliction. Ensures DOE, NNSA, and NNSA/NV management is cognizant of intelligence activities within their respective jurisdictions.
 - (c) Foreign Intelligence. Provides research and analysis resources for NNSA/NV foreign intelligence consumers. Maintains connectivity with national-level Intelligence Community databases providing current information on a variety of topics applicable to the NNSA/NV mission.
 - (d) Counterintelligence Program. Accommodates the local representatives of the Office of Counterintelligence and supports their activities in so far as access to foreign intelligence is involved.
 - (e) Intelligence Security. In accordance with DCID and DOE and NNSA procedures for Sensitive Compartmented Information (SCI) Facilities (SCIF), manages and operates the NNSA/NV federal SCIF. Controls, processes, and protects classified foreign intelligence information. Manages and ensures proper operation of communications security, computer security, SCI couriers, SCI clearances, and SCI Security Awareness Programs.

- (f) Intelligence Education and Training Program. Plans and executes the DOE and NNSA Underground Nuclear Weapons Testing Orientation Program for the benefit of the United States arms control, intelligence, and nonproliferation communities. Provides additional NTS orientation tours as requested by the Intelligence Community. In coordination with IN-1, facilitates professional intelligence training for qualified NNSA/NV staff at Intelligence Community training facilities in the Washington, D.C., area. Conducts Executive Order 12333 and DOE and NNSA procedures for intelligence activities training as prescribed by DOE and NNSA regulations.

3. ASSISTANT MANAGER FOR ENVIRONMENTAL MANAGEMENT (AMEM).

- a. Mission. The role of AMEM is to ensure assigned missions are successfully accomplished in a manner that protects the health and safety of workers, the public, and the environment; and promotes public trust. AMEM provides the programmatic and technical project management necessary to:
 - (1) Conduct environmental restoration project work, including all investigation, assessment, and corrective action work in accordance with required regulatory parameters.
 - (2) Manage staged, stored, treated, and disposed waste in accordance with required regulatory parameters.
 - (3) Manage environmental technology development and deployment activities.
 - (4) Provide federal oversight of contractor efforts for the Renewable Energy and Marshall Islands Programs.
 - (5) Manage the NNSA/NV Transportation Program.
 - (6) Manage the NNSA/NV Resource Conservation and Recovery Act (RCRA) Program.
 - (7) Manage the Economic Diversification Initiatives Program.

- b. Components. The Office of AMEM is comprised of a Senior Laboratory Advisor, Public Accountability Specialist, a Program Integration Team, the Environmental Restoration Division (ERD), the Waste Management Division (WMD), and the Technology Division (TD).
- c. Functions.
 - (1) Office of AMEM. The Office of AMEM provides the following functions:
 - (a) Laboratory Advisor. Provides senior-level guidance and advice for the NNSA/NV EM Program pertaining to issues such as hydrologic modeling, performance assessment criteria, integrated closure cap design, monitoring, transportation, and regulatory interfaces.
 - (b) Program Integration. Responsible for all crosscutting activities associated with NNSA/NV EM activities, including strategic planning; scope, cost, and schedule development; project control; performance reporting; health and safety; quality assurance (QA); technical and regulatory support; stewardship planning; and management of agreements and grants. Oversees NNSA/NV's Pollution Prevention Program. In addition, manages public accountability activities for the NNSA/NV EM Program; provides guidance and advice to the Community Advisory Board for NTS Programs; and coordinates stakeholder meetings with state and local agencies, the public, and other interested groups.
 - (2) Environmental Restoration Division. ERD performs the following functions:
 - (a) Federal Facilities Agreement and Consent Order (FFACO). Manages the FFACO which defines the regulatory requirements and corrective action strategies for NNSA/NV environmental restoration responsibilities within the state of Nevada.
 - (b) Underground Test Area (UGTA) Project. Manages the UGTA project to model and monitor the effects of historical underground nuclear testing on and around the NTS.

- (c) Soils Project. Manages the Soils Project to assess and perform applicable corrective actions for contaminated surface and near-surface soils on and off the NTS.
 - (d) Industrial Sites Project. Manages the Industrial Sites Project to assess and perform applicable corrective actions for abandoned industrial-type contaminated sites and facilities on the NTS and Tonopah Test Range.
 - (e) Off-Sites Project. Manages the Off-Sites Project to assess and perform applicable corrective actions for non-NTS underground nuclear testing locations in Alaska, Colorado, Mississippi, Nevada, and New Mexico.
- (3) Waste Management Division. WMD performs the following functions:
- (a) Federal Facility Compliance Act Consent Order (FFCAct), Mutual Consent Agreement (MCA), and Site Treatment Plan (STP). Manages the FFCAct, MCA, and STP which define regulatory requirements associated with NNSA/NV waste management activities.
 - (b) Low-Level Waste Project. Manages low-level waste disposal facilities at the NTS for approved generators.
 - (c) Transuranic Waste (TRU) Project. Manages the storage, characterization, and shipment of legacy TRU off-site to the Waste Isolation Pilot Plant.
 - (d) Mixed Waste Project. Manages the storage, characterization, treatment, and disposal of low-level mixed waste in accordance with required regulatory activities; and manages and maintains the NTS RCRA Part B Permit.
 - (e) Solid Waste Project. Manages the disposal of solid and hazardous waste for NNSA/NV activities.

- (f) Radioactive Waste Acceptance Program (RWAP). Manages the RWAP to ensure waste generators develop and maintain a Compliant Program when shipping low-level and mixed radioactive waste to the NTS for disposal.
 - (g) NNSA/NV RCRA Program. Manages the NNSA/NV RCRA Oversight Program and coordinates NNSA/NV RCRA Hazardous Waste Permit activities, including maintenance of the Hazardous Waste Permit.
 - (h) NNSA/NV Transportation Program. Manages the NNSA/NV Transportation Program, including traffic management, packaging, transportation of waste, and coordination with DOE and NNSA transportation initiatives. Also, WMD is responsible for transportation safety programmatic oversight.
- (4) Technology Division. TD performs the following functions:
- (a) EM Technology Development. Manages the effort to investigate, demonstrate, and deploy innovative technologies that have the potential to provide more effective or cost efficient methods for environmental restoration and waste management activities.
 - (b) Characterization, Monitoring, and Sensor Technology Crosscut Program. Manages the DOE EM Office of Science and Technology national effort to develop innovative technologies in the monitoring and sensor area to support five focus areas for environmental remediation and waste management.
 - (c) Advanced Monitoring Systems Initiative. Manage the effort to develop state-of-the-art microtechnology sensor systems for remote monitoring, with integration of the detection, data collections, communication, and display capability.
 - (d) Site Technology Coordinating Group (STCG). Manages the STCG whose objectives are the development and deployment of innovative technologies in NNSA/NV environmental restoration and waste management activities.

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- (e) Nevada Environmental Research Park (NERP). Provides leadership and coordination of the research relationship with Nevada universities to develop new and innovative science and technology for EM.
- (f) Alternative Energy Activities. Provides federal oversight for the Renewable Energy Programs and other research efforts aimed at developing alternate forms and sources of energy production and utilization.
- (g) Marshall Islands Environmental and Medical Surveillance. Provides federal oversight for logistical support for the annual terrestrial science missions, the continuing medical support to the Marshallese affected by atmospheric fallout from nuclear testing activities, and the resettlement efforts for the displaced populations.
- (h) Worker and Community Transition. Provide coordination with the Office of Worker and Community Transition at DOE and NNSA to promote economic development opportunities designed to ameliorate the negative effects of Weapons Program downsizing. Provide oversight and assistance to the local CRO (NTS Development Corporation) and economic development activities funded with Section 3161 funding.

4. ASSISTANT MANAGER FOR TECHNICAL SERVICES.

- a. Mission. The role of AMTS is to manage Crosscutting Functional Programs and to ensure that technical services are successfully accomplished in support of operations conducted at the NTS in support of NNSA/NV missions.
- b. Components. The Office of AMTS is comprised of five divisions: Engineering and Asset Management Division (EAMD); Environment, Safety, and Health Division (ESHD); Independent Oversight Division (IOD); Safeguards and Security Division (SSD); and PAD.

c. Functions.(1) Office of AMTS.

- (a) The Office of AMTS is responsible for management and oversight of AMTS functional responsibilities, including ES&H, engineering and facility management, safeguards and security, nuclear safety, as well as the FR Program which addresses FR responsibilities for all facilities at the NTS and at outlying facilities under the purview of NNSA/NV. Oversight of the long-term maintenance of the NNSA/NV ISM Program. Single POC for overseeing all interactions with DNFSB personnel regarding NNSA/NV nuclear facilities and activities of interest to DNFSB. Serves as co-chair of the Site Development Integration Committee.
- (b) Oversees the implementation of the principles and practices of project management at NNSA/NV through contractor assessments and federal self-assessments of the project management function. Develops and maintains NNSA/NV project management Directives. Participates on NA-54 led Independent Project Reviews. Remains current with changes and proposed changes to DOE and NNSA project management Directives and guidance. Serves as Secretariat for the NNSA/NV Energy System Acquisition Advisory Board Equivalent process for those line items projects with delegated Acquisition Executive authority. Serves as the Project Acquisition and Reporting System NNSA/NV Site Administrator. Coordinates quarterly project performance review videoconferencing with NNSA and NNSA/NV.

(2) Environment, Safety, and Health Division. ESHD performs the following functions:

- (a) Environmental Planning. National Environmental Policy Act (NEPA) Coordination. Provides the focal point for the coordination of all NEPA documentation, including Environmental Impact Statements (EIS), environmental assessments, findings of no significant impact, and records of decision. Serves as the NEPA Compliance Officer for NNSA/NV. Manages the NNSA/NV Site-Wide EIS. Manages NNSA/NV's effort to comply with Environmental Justice. Natural Resource Management. Federal management and

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oversight of the cultural resources management, American Indian and ecological monitoring, and Compliance Programs to comply with federal and state regulations and DOE, NNSA, and NNSA/NV Directives and contract requirements. Coordinates and facilitates all non-EM funded NERP Projects.

- (b) Environmental Compliance. Environmental Reporting Coordination. Coordinates and performs the reporting of all spills in accordance with environmental regulations. Also manages the preparation and reporting of the NNSA/NV Annual Site Environmental Report; Environmental Liabilities Report; Chemical Accident Prevention Plan; Toxic Substance Control Act, Polychlorinated Biphenyl, and Asbestos Reports; Nevada Combined Report; Toxic Chemical Release Inventory (TRI) Report; State Fire Marshall Report; TRI/Superfund Amendments and Reauthorization Act of 1986 Title III Report; and unregulated tanks. Coordinates the efforts of NNSA/NV and contractor ES&H input to the ES&H Management Plan planning process and serves as the POC with DOE or NNSA for NNSA/NV's input. Environmental Permits. Federal management and oversight of various environmental permits which include air, water, wastewater, food, septic tanks, and stormwater.
- (c) Environmental Monitoring Programs. Federal management and oversight of the Comprehensive Environmental Monitoring Program, including the Routine Radiological Environmental Program and Community Environmental Monitoring Program. Compliance with Title 40 Code of Federal Regulations (CFR), Part 61, *National Emission Standards for Hazardous Air Pollutants*. Hydrology Program. Manages the coordination of hydrology studies and water resource planning. Establishes policy for use, protection, and study of groundwater. Ensures coordination of all programs and projects related to groundwater assessment, monitoring, or development. Ensures technical basis for expanded water use; determines impact of increased off-site use. Ensures that all work is completed in accordance with state and federal regulations in order to protect groundwater resources.
- (d) Occupational Safety Program. Federal management and oversight of the contractor-operated Occupational Safety Program which addresses: Fall Protection, Excavations, Mobile Equipment

(powered industrial trucks, cranes, manlifts, hoists, earth moving equipment, etc.), Hazard Communication, Hoist/Rigging, Required Inspection Programs (elevators, pressurized vessels, conveyors, etc.), Voluntary Protection Programs, and Firearm and Safety Training. ES&H Authorization Basis Assurance. Supports Line Management Program Offices to ensure that all work performed under the purview of NNSA/NV has an adequate ES&H Authorization Basis. Type A and B Accident/Incident Investigation Coordination. Federal management and oversight of all Type A and B accident/incident investigations. Provides trained investigators to support DOE or NNSA Accident Investigation Teams and NNSA/NV chaired investigations.

- (e) Fire and Rescue. Federal oversight of the contractor's fire stations, paramedics, and associated facilities and equipment. Manages the contractor's Fire Engineering Program which includes fire suppression, alarm, and review engineering drawings to ensure compliance with National Fire Protection Association requirements.
- (f) Mine Safety. Federal management and oversight of the contractor's Mine Safety Program which consists of: ground control, ventilation, electrical systems, fire protection, loading, hauling, dumping, travelways, escapeways, compressed air, illumination, hoisting systems, mine rescue, and MOUs with the state of Arizona regarding mine rescue.
- (g) Explosive Safety. Federal management and oversight of the contractor's Explosive Safety Program which includes storage and use (demolition, construction, and nonmilitary). Integrates with various NTS users regarding explosive safety.
- (h) Construction Safety. Federal management and oversight of the contractor's Construction Safety Program which includes Occupational Health/Environmental Controls, Personal Protective Equipment (PPE), Fire Protection, Materials Handling, Hand and Power Tools, Welding/Cutting, Scaffolding, Fall Protection, Hoisting/Rigging, Excavation, Compressed Air, and Demolition.

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- (i) Electrical Safety. Federal management and oversight of the contractor's Electrical Safety Program. This includes: electric utilization systems; lockout-tagout; high voltage; wiring design and protection; wiring methods, components, and equipment; hazardous locations; use of equipment; PPE; specific purpose equipment and installation; and training.
- (j) Industrial Hygiene Program. Federal management and oversight of the contractor-operated Industrial Hygiene Program that provides traditional industrial hygiene services to NTS workers and users. Subfunctions include: Health Hazard Inventories, Workplace Air Monitoring, Hearing Conservation, Carcinogen Control Program, Hazard Communication, Nonionizing Radiation, Lead, Ergonomics, Confine Space Entry, Asbestos, Field Survey Equipment, Sanitation, Beryllium, High Efficiency Particulate Air Filters, Respiratory Protection, and Toxic/Hazardous Substances.
- (k) Radiation Protection Program. Federal management and oversight of the contractor-operated Radiation Protection Program which provides traditional health physics/radiation protection services to NNSA/NV customers. Ensures consistency and completeness of contractor RadCon Manuals. Coordinates NNSA/NV efforts to uniformly respond to nuclear safety regulations and Price-Anderson Amendment Act coordination. Functions include: radiological posting, employee protection, health protection equipment, radiation/contamination monitoring, radiography, X-rays, accelerators, workplace air monitoring, radiation protection training, radiation work planning, material/radioactive producing devices, radioactive material packaging/transportation, NTS decontamination operations, as low as reasonable achievable, dosimetry (internal/external), bio-assay, and DOE or NNSA Limited Access Program accreditation. Supports Line Management by providing a Health Physics Advisor and Radiation Operations Officer.
- (l) Occupational Medical Services Program. Federal management and oversight of the contractor-operated Occupational Medical Program which provides medical emergency response, occupational medical services, and nonoccupational medical services to the NNSA/NV community. Manages the human health study, state of Nevada cancer registries, worker compensation, Boston University human

health studies, and the University of Nevada Las Vegas records project. Federal Employee Occupational Safety and Health (FEOSH) Program. Manages a Federal Program in accordance with 29 CFR 1960, and DOE's or NNSA's implementation of that program in accordance with DOE and NNSA Directives, including injury/illness reporting.

- (m) Aviation Safety. Responsible for the oversight of aviation safety for NNSA/NV. Reviews policies, procedures, training, maintenance, and other oversight functions to verify the PBMC is complying with federal regulations.
- (3) Safeguards and Security Division. SSD performs the following functions:
- (a) Safeguards and Security Program Management. Provides planning, management, and administration of the Safeguards and Security Program. Identifies and assesses threats through liaison with local law enforcement agencies. Oversight of the NNSA/NV Integrated Safeguards and Security Management System.
 - (b) Facility Approvals. Grants approval to facilities to access, possess, and store classified information, nuclear material, and government property. This includes registering safeguards and security activities in the Safeguards and Security Information Management System.
 - (c) Foreign Ownership, Control, or Influence (FOCI). Renders determinations of FOCI prior to award of contracts involving personnel security clearances.
 - (d) Safeguards and Security Surveys. Conducts Safeguards and Security Surveys and assessments of approved facilities. Monitors deficiencies to ensure corrective action.
 - (e) Incidents of Security Concern. Manages the program for security incident reporting. Reports security incidents to the appropriate offices both within and outside of DOE and NNSA. Ensures corrective actions are developed to prevent recurrence of security incidents.

- (f) Protection Program Operations. Manages the contractor-operated Protective Force, which provides protection for SNM, property, and classified matter. Manages physical security systems, including closed circuit television, intrusion detection, and duress alarms systems for all NNSA/NV facilities.
- (g) Information Security. Administers the Information Security Program for protecting classified and sensitive unclassified information. This includes managing the Classified Matter Protection and Control Program. Provides security coordination for Special Access Programs.
- (h) Technical Surveillance Countermeasures. Ensures an effective program to counter electronic penetration of NNSA/NV and NNSA/NV facilities.
- (i) Operations Security. Implements *National Security Decision Directive 298* requiring protection of sensitive information and establishes a Risk Management Program.
- (j) Cyber Security. Manages the unclassified and classified Cyber Security Programs, including the Designated Accrediting Authority and Information Systems Operations Management functions, for the NNSA/NV enterprise. Manages the Public Key Infrastructure Program for the NNSA/NV enterprise.
- (k) Nuclear Materials Control and Accountability. Manages the Nuclear Material Control and Accountability Program for SNM, including: detection and prevention of unauthorized diversions of SNM; and receipt, shipment, storage, and use of SNM.
- (l) Personnel Security. Administers the program for providing DOE and NNSA access authorizations (personnel security clearances). Conducts interviews, arranges administrative review hearings, and initiates additional investigations to resolve questions of clearance eligibility.
- (m) Badges and Credentials. Manages the issuance of security badges, credentials, and shields.

- (n) Security Awareness. Provides initial, comprehensive, refresher, and termination security awareness training.
- (o) Personnel Assurance Program/Personnel Security Assurance Program. Administers the Personnel Assurance Program/Personnel Security Assurance Program to certify employees to nuclear explosive safety critical duties.
- (p) Visitor Access Program. Controls classified visits and unclassified visits by foreign nationals. Ensures request for all classified visits to NNSA/NV facilities have been authorized and approved. Notifies NNSA/NV personnel of sensitive out-of-country travel issues. Coordinates access for intelligence-related activities and visits with NVIC.
- (q) Employee Concerns/Confidential Hotline. Provides a 24-hour hotline for individuals to report areas of concern.
- (r) Information Classification Program. Provides information determinations, guidance, and reviews; designates, trains, and certifies classifiers; and performs declassification reviews. Classified intelligence-related information is coordinated with NVIC.
- (s) Technical Information Program. Manages the generation and dissemination of NNSA/NV scientific and technical information products.
- (t) Technical Information Resource Center. Manages the collection of scientific and technical reports and makes such information available to employees.
- (4) Engineering and Asset Management Division. EAMD performs the following functions:
 - (a) Facilities and Infrastructure Recapitalization Program (FIRP) and Operational Planning. Performs federal management and oversight of the FIRP to restore, rebuild, and revitalize the physical infrastructure of the NTS and the North Las Vegas Complex. Ensures the integration and prioritization of infrastructure and programmatic requirements (in coordination with the National

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Security and Environmental Management Programs) to sustain the operational efficiency and effectiveness of NNSA/NV missions. For nonprogrammatic constructions projects, coordinates and reviews project data sheet information required for the annual NNSA field budget call, reviews preconceptual activities and prepares conceptual designs, conducts project validations, and prepares/reviews project execution plans. In addition, EAMD is responsible for developing, reviewing, and submitting the Ten-Year Comprehensive Site Plan to NNSA in accordance with defined requirements.

- (b) Construction Project Execution Management. Responsible for the design and execution of all nonprogrammatic capital construction projects regardless of funding source. Provides project management/project engineering expertise to manage and oversee all design and construction-related activities and their associated REOPs. Division activities include serving as the main field office liaison to NNSA personnel on implementation of procedures flowing from DOE O 413.3. Functional project management interpreter for system requirements to be performed by the PBMC and other FPMs.
- (c) Facility/Infrastructure/Utility Maintenance. As the Functional Manager for facility, infrastructure, and utility maintenance, ensures that NNSA/NV infrastructure is efficiently maintained to satisfy user needs through continuing operational awareness, feedback, and Lessons Learned. Defines and documents NNSA/NV maintenance requirements as the Office of Primary Interest for NV G 430.X3, DOE/NV MAINTENANCE MANAGEMENT PLANNING AND EXECUTION GUIDE. Coordinates, reviews, and provides concurrence on the development of an annual integrated facility/infrastructure/utility maintenance plan. Provides oversight of the contractor execution of the Facility Condition Assessment System. Coordinates, reviews, and provides oversight of NNSA/NV contractor maintenance budgets. Interfaces with all users of NNSA/NV infrastructure to provide a forum for feedback and understanding of maintenance issues. Interprets DOE/NNSA facility, infrastructure, and utility system maintenance direction and provides guidance on NNSA/NV implementation to the NNSA/NV community. Provides task plan guidance to the PBMC and documents PBMC attainment of agreed to milestones and deliverables. Conducts

oversight of facility, infrastructure, and utility maintenance in accordance NV M 220.XB, NNSA/NV OVERSIGHT MANAGEMENT SYSTEM (or latest edition).

- (d) Facility/Infrastructure/Utility Management. Provides direction and guidance to the NNSA/NV community for NNSA/NV implementation of DOE, NNSA, and Federal Agency Directives and direction for management of facilities, roads, water, steam, and electrical distribution systems. In accordance with NV M 220.XB, NNSA/NV OVERSIGHT MANAGEMENT SYSTEM (or latest edition), provides oversight of facility, infrastructure, and utility management as the Functional Manager. Approves and provides oversight of assigned REOPs in accordance with NV M 412.X1B, REAL ESTATE/ OPERATIONS PERMIT. Provides Realty Officer support for the acquisition, utilization, and disposal of real property as identified in DOE O 430.1A, LIFE CYCLE ASSET MANAGEMENT. Provides guidance to and reviews NNSA/NV contractor execution of the DOE Facility Information Management System (FIMS). Reviews infrastructure projects for integration and inclusion into the planning and budgetary process. Interfaces with all users of NNSA/NV infrastructure to provide a forum for feedback and understanding of facility and infrastructure issues. Provides task plan guidance to the PBMC and documents attainment of agreed to milestones and deliverables.
- (e) Nevada Support Facility (NSF) Management and Maintenance. Ensures that the NSF, along with the General Services Administration federal fleet, the direct operations personal property, building utilities, office supplies, and associated equipment are maintained to satisfy the user's needs. This is partially accomplished through operations awareness, feedback, and Lessons Learned. Provides maintenance management services for building occupants including additions, modifications and/or demolitions to the current facility structure, modification to building as-built drawings, space utilization management, logistics for personnel moves, and access controls to nonsecure areas of the facility, including key control. Also provides for conference room management, including setups, coordination of equipment/supplies, and maintenance of the automated reservation system. Serves as NSF Building Committee chair and secretary. Provides oversight of contractors performing

maintenance work within the facility to ensure compliance with applicable standards, contractual requirements, and DOE and NNSA Directives.

- (f) NSF Direct Property Operations. Serves as Program Manager for Direct Property Operations as the NSF and is formally designated Direct Operations Property Program Manager. Provides federal oversight and management of activities associated with acquisition, accountability, control, disposition, property removal passes, receipt, storage, distribution, assignment, utilization, repair, and maintenance of federal government personal property. Provides guidance, interpretation of Directives, and requirements and direction for all designated NNSA/NV Property Representatives. Provides oversight through implementation of the Business Management Oversight Program. This oversight is achieved through the continued operational awareness, feedback, application of Lessons Learned, and the development of a close working partnership. Ensures that the federal government property management operations are efficiently utilized and maintained to satisfy federal DOE and NNSA regulatory mandates, contract requirements, and satisfy customer needs. Interfaces with all users of NNSA personal property services to provide a forum for feedback and understanding of property issues.
- (g) Realty Management/Facility Disposal. Manages the full realm of real estate and facility management functions, including acquisition, utilization, disposal, and planning of real property and facility management. Provides federal management and oversight for the acquisition, utilization, and disposition of physical assets. Responsible for the administration of the FIMS database for all NNSA/NV real property holdings.
- (h) Motor Vehicle/Equipment Management and Maintenance. Provides Functional Manager and REOP assessments of NNSA/NV vehicle/equipment operations and ISM implementation. Provides oversight of vehicle and equipment fleet operations in accordance with NV M 220.XB (or latest edition). Ensures that NNSA/NV vehicle and equipment operations are efficiently utilized and maintained to satisfy Federal, DOE, and NNSA regulatory mandates contained in 41 CFR, Chapters 102 and 109. Reviews contractor fleet operations

for adherence to contract requirements and meeting of customer requirements. Provides vehicle and equipment fleet management and maintenance task plan guidance to the NNSA/NV community and documents attainment of agreed to milestones and deliverables. Coordinates, reviews, and provides oversight of NNSA/NV contractor motor vehicle budgets. Approves additions to the motor vehicle fleet. Develops and assesses the NNSA/NV community's implementation of NNSA/NV's policy for meeting alternative fuel objectives outlined in Executive Order 13149 and the Energy Policy Act of 1992. Provides guidance and direction to the NNSA/NV community through interpretation of federal, DOE, and NNSA Directives and requirements. Acts as the NNSA/NV focal point for motor vehicle and equipment fleet operations. Interfaces with all NNSA/NV users and federal, DOE, and NNSA organizations to provide a forum for feedback and understanding of motor vehicle/equipment fleet issues.

- (i) NTS Site Services. Ensures that NNSA/NV's site services (bussing, housing, and feeding operations) are efficiently utilized and maintained to satisfy customer needs and contract requirements through continuing operations awareness, feedback, and Lessons Learned. Provides Functional Manager and REOP assessments of NTS housing, feeding, and bussing operations and ISM implementation in accordance with NV M 220.XB (or latest edition) and NV M 412..X1B. Reviews housing and feeding operations for accomplishment of agreed to performance criteria and the meeting of customer needs. Acts as the NNSA/NV focal point for questions regarding the supplying of housing, feeding, and bussing operations. Interfaces with all users of NNSA/NV site services to provide a forum for feedback and understanding of site services requirements and issues. Provides guidance and direction to the PBMC through interpretation of DOE, NNSA, and federal agency Directives and mandates.
- (j) Energy/Utilities Management. Manages the NNSA/NV Energy Management Program to control and reduce energy consumption on NNSA/NV facilities. Defines the PBMC requirements and provides task plan guidance for energy management activities, including reporting through the EMS4 reporting system, development of energy

management studies, retrofit projects, and energy savings performance contracts. Plans, coordinates, and provides federal technical administration for utility service contracts.

- (k) Contractor Geographic Information System (GIS) Management. Manages the GIS Program to support planning initiatives to NNSA/NV's mission accomplishment. Provides direction to the GIS contractor team to support management efforts for new project location and deconfliction, as well as maintenance of the data archives for infrastructure mapping and resource locations.
 - (l) Labor Standards Committee. Chairs the NNSA/NV Labor Standards Committee for determination of coverage or noncoverage of the Davis-Bacon Act on work performed by NNSA/NV, contractors, and subcontractors through the review of pertinent work orders, proposed contracts, subcontracts, and work site visits, as appropriate. Reviews appeals made by union or unions regarding labor standards determination.
- (5) Independent Oversight Division. IOD performs the following functions:
- (a) Manages and administers an FR Program for all nuclear, higher hazard nonnuclear, and balance of plant facilities under the purview of NNSA/NV. The FR work activities will be conducted according to DOE-STD-1063 (latest edition), *Facility Representatives*, as implemented by the FR Program implementing procedures and the FR Program Manual.
 - (b) The FR is the primary POC to monitor the operational performance of assigned facilities from a safety perspective.
 - (c) Tracks and verifies resolution of concerns and completion of improvement actions.
 - (d) Occurrence Reporting. Provides the NNSA/NV functional management for all occurrence reports, including program administration, notification protocols, and trending/analysis reports.
 - (e) Provides expert knowledge for walkthroughs, surveillances, and audits in facilities assigned by the IOD Director.

- (f) Lessons Learned sharing.
- (6) Performance Assurance Division. PAD performs the following functions:
- (a) Nuclear High Hazard Facility Authorization Basis. Manages and administers a program to provide facility safety basis in accordance with 10 CFR 830, Subpart B, or other applicable requirements (e.g., SARs, DSAs, Operational Safety Requirements, USQs, Authorization Basis Agreements, Basis for Interim Operation, Justification for Continued Operation, and Hazards Analysis Reports), and recommends approval/disapproval to the Manager.
 - (b) SER Preparation. For all nuclear work (except SCEs), establishes and provides a chairperson for a DSA Review Team that provides expert technical and safety review, prepares an SER, and recommends approval/disapproval to the Manager.
 - (c) Readiness Review Program. Manages and administers a program to provide NNSA/NV readiness reviews in accordance with DOE O 425.1B, STARTUP AND RESTART OF NUCLEAR FACILITIES, the guidance of DOE Technical Standard 3006, and, where appropriate, a graded approach for nonnuclear facilities, and recommends approval/disapproval to the Manager.
 - (d) Integrated Safety Management. Ensures long-term maintenance of ISM within NNSA/NV by overseeing the integration of a safety culture into the NNSA/NV management system and supporting the ISM Council and ISM Council working groups; grows an environment where ISM is continually cultivated as a standard business practice; strives to standardize expert based systems; and validates the organization balances its priorities and resources on the greatest priorities based on risks and hazards.
 - (e) Lessons Learned. Works with NNSA/NV contractors to develop feedback and improvement information. Uses available management systems to track and trend data to determine if safety issues exist. Examples of tools used to develop Lessons Learned include, but not limited to: occurrence reports, assessments, audits, appraisals, safety meetings, safety bulletins, nuclear safety documents, and accident investigations/critiques.

- (f) DNFSB Technical Support. Provides technical expertise to the AMTS in overseeing DNFSB activities.
- (g) Quality Assurance. Responsible for overseeing the compliance with 10 CFR 830 and DOE O 414.1A (or latest edition) as they pertain to QA. Responsible for coordinating with line and support management to ensure all requirements are identified and resolved in a timely manner. Coordinates and interprets 10 CFR 830, Subpart B, policy for NNSA/NV sites. Provides guidance and technical expertise to NNSA/NV Line Management on implementing the requirements of the rule.
- (h) Assessment Activities. Responsible for developing and monitoring NNSA/NV Integrated Oversight Plan. Will brief the Manager on a quarterly basis on status of oversight and compliance with the oversight schedule.

5. ASSISTANT MANAGER FOR BUSINESS AND FINANCIAL SERVICES (AMBFS).

- a. Mission. The role of AMBFS is to ensure that business and financial services are successfully accomplished in support of NNSA/NV missions.
- b. Components. The Office of AMBFS is comprised of five divisions: HRD, Financial Services Division (FSD), Resources Management Division (RMD), Contracts and Property Management Division (CPMD), and the Communication Services Division (CSD).
- c. Functions.
 - (1) Office of AMBFS. The Office of AMBFS performs the following functions:
 - (a) Management and oversight of functional responsibilities of AMBFS.
 - (b) Contracting Officer responsibilities for major NNSA/NV contractors.
 - (c) Chief Financial Officer (CFO) responsibilities.
 - (d) Contractor Employee Protection Act Program.

- (2) Human Resources Division. HRD performs the following functions:
- (a) Organization Change Control. Develops and retains supporting documentation for organizational structure changes. Coordinates approval and implementation of changes as they relate to the FRAM.
 - (b) Manpower Utilization. Tracks and reports organizational and contractor manpower utilization.
 - (c) Federal Position Management and Classification. Advises management on appropriate staffing process. Administers the Position Classification Program, providing advice to management in the description of positions, establishing title, series, grade, and pay.
 - (d) Federal Employee Recruitment and Staffing. Provides recruitment and staffing advisory services to management and guidance on the application process to prospective job candidates. Advertises vacancies through the automated DOE or NNSA On-Line System in accordance with the Merit Promotion Plan and OPM's delegated examining procedures.
 - (e) Official Federal Personnel Records. Processes personnel actions for federal employees in the automated Corporate Human Resources System (CHRIS) and maintains Official Personnel Files (OPF). Appropriately disseminates the OPF upon termination of employment at NNSA/NV.
 - (f) Federal Employee Performance Management Program. Administers the organization's Performance Management Program. Provides advice to management in the establishment of effective work plans. Monitors completion of all deliverables and maintains documentation in each employee's performance file.
 - (g) Employee Recognition and Suggestion Program. Develops and implements the NNSA/NV Employee Award and Recognition Program, as well as provide advice to management and employees on the program requirements. Administers the program, processing all awards in the CHRIS and providing certificates for presentation.

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- (h) Federal Employee Relations Program. Provides advisory services to management and employees on workplace discipline, the administrative grievance process, including performance and leave abuse issues. Coordinates contact with the Employee Assistance Program for management and employees. Provides for mediation services when necessary to resolve conflicts.
 - (i) Employee Training and Development. Administers the organization's Training Programs and the central training fund budget; implements Training Qualifications Programs; and develops or contracts for development of Central Training Programs. Performs oversight of Contractor Training Programs with enhanced focus on compliance requirements training.
 - (j) Contractor Compensation, Benefits, Workers' Compensation, Liability Insurance, and Equal Employment Office (EEO) Programs. Provides oversight to contractor compensation, benefits, workers' compensation, liability insurance, and EEO Programs in accordance with applicable laws, regulations, and contract clauses.
 - (k) Contractor Workforce Restructuring. Provides oversight to Contractor Programs to ensure compliance with Section 3161 of National Defense Authorization Act of 1993.
 - (l) Contractor Labor Relations/Labor Standards Program. Ensures development and implementation of labor relations policies and practices. Co-chairs NNSA/NV Labor Standards Board administering Davis Bacon/Service Contract Acts.
- (3) Financial Services Division. FSD performs the following functions:
- (a) Financial Systems Management Program. Identifies requirements, designs, develops, tests, implements, and maintains financial systems, including Departmental Integrated Standardized Core Accounting System and Management and Accounting System, Energy Time and Attendance, Travel Manager, Foreign Travel Management System, Health and Human Services Systems, Automated Standard Application for Payments, Government On-Line

Accounting System, and Business Management Information System. Participates in and maintains the DOE or NNSA Executive Information System for NNSA/NV users.

- (b) Accounting Policy. Establishes and implements accounting policy for NNSA/NV activities.
- (c) Accounting and Financial Stewardship Program. Approves system and accounting changes, as well as Cost Accounting Standards Disclosure Statement changes. Provides financial services to employees, contractors, and vendors.
- (d) Cash and Debt Management Program. Establishes and implements financial management policies and procedures for asset management activities. Letter-of-credit management.
- (e) Payroll Management. Coordinates with DOE, NNSA, and all NNSA/NV divisions to ensure that payrolls are processed through the Energy Time and Attendance System.
- (f) Travel Management. Oversees travel authorization, vouchers, payments, and audits to ensure that travel cost is in accordance with the Joint Travel Regulations and processed properly through the travel management system.
- (g) Financial Analysis and Reporting. Develops organizational financial reports and monthly submissions to DOE, NNSA, and NNSA/NV management. Reviews or prepares comprehensive information required on special financial representations such as pensions, Environmental Liabilities, Environmental Safety and Health, and post retirement benefits. Prepares and annual plan of financial operational awareness consistent with the instruction and guidance from the DOE or NNSA CFO.
- (h) Service Center Liaison. Provides coordination with the Albuquerque Financial Service Center on financial systems support, travel, and payment processing.
- (i) Indirect Cost Management. Prepares and updates five-year reports of contractor indirect costs. Coordinates and reviews the NNSA/NV

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submission of Functional Indirect Cost information to DOE or NNSA. Reviews and approves contractor indirect cost rates. Reviews and analyzes indirect pool variances.

- (j) Contractor Financial Liaison. Conducts financial liaison activities with contractors to transmit guidance and direction, exchange information, and resolve issues in a timely manner. Attends weekly and monthly financial steering meetings to discuss financial issues and potential resolutions.
 - (k) Inspector General (IG) and General Accounting Office (GAO) Coordination. Coordinates IG and GAO requests for financial information, interviews, and report review in accordance with DOE or NNSA Policy. Coordinates the review of financial statements with the IG and Certified Public Accounting firms contracted with DOE or NNSA.
 - (l) Management Control Action Officer. Ensures adequacy and accuracy of the Financial Manager's Report to the Secretary.
 - (m) Contractor Internal Audit. Maintains oversight of contractor's financial administration.
 - (n) Product and Service Pricing. Provides WFO and contract acquisition pricing support.
 - (o) Budget Interface. Coordinates with RMD to ensure that the Funds Control Distribution System interfaces with the departmental accounting system.
- (4) Resources Management Division. RMD performs the following functions:
- (a) Budget Planning and Formulation. Develops and issues budget guidance and calls; prepares and submits quality budget materials; and conducts budget validations.
 - (b) Budget Execution. Develops and manages an administrative control of funds system to ensure compliance with Anti-Deficiency Statutes

and Appropriations Act limitations; develops and manages a funds distribution system for allocating resources; and coordinates budget requests, reprogrammings, and other funding adjustment actions.

- (c) Project Control System. Manages and maintains a project control system which includes a cost/schedule monitoring component.
 - (d) Work Authorization and Control System. Provides direction for initiation of programmatic scope of work.
 - (e) Program Support. Provides program budget and cost reporting. Recommends reallocation of available resources based on project requirements.
 - (f) Multi-Year Planning Coordination. Coordinates the development of programmatic or office-wide plans used to develop the NNSA/NV Strategic Plan and budget formulation.
 - (g) Integrated Management Schedule. Maintains the NNSA/NV Integrated Management Schedule and issues notices and calls regarding the initiation/completion of activities identified within the schedule.
- (5) Contracts and Property Management Division. CPMD performs the following functions:
- (a) Acquisition. Ensures contracts and purchase orders are executed consistent with customer requirements. Provides oversight of contractor purchasing system via the Balanced Scorecard Compliance Program and coordinates the Contract Review Board.
 - (b) Simplified Acquisitions. Obtains necessary supplies and services through the use of purchase orders, blanket purchase agreements, purchase cards, and delivery orders in federal supply schedules.
 - (c) Contract Administration. Oversees contractor activities associated with contracts, purchase orders, financial assistance, and

interagency agreements are accomplished; ensures that goods and services are obtained consistent with contract requirements; and coordinates contract modifications.

- (d) Financial Assistance. Ensures grants and cooperative agreements are executed consistent with customer requirements.
- (e) Acquisition Planning. Coordinates the planning process of all planned acquisition, interagency, and financial assistance actions.
- (f) Administration of Small Business Program. Conducts activities in support of all small business concerns, including small disadvantaged business, women-owned business, HUBZone business, and veteran-owned business.
- (g) Performance-Based Management Contract Administration. Ensures proper administration to include negotiation of award or incentive fees, development of annual performance measures and scorecards, periodic assessment of accomplishment of performance measures, and communication of issues requiring coordination between NNSA/NV and the contractor.
- (h) Cost-Plus-Award-Fee and Incentive Fee Determination. Coordinates the determination of fee earned by management and operating contracts and coordinates with the Contract Review Board.
- (i) Interagency Agreements. Ensures interagency agreements with other federal agencies are executed consistent with customer requirements.
- (j) MOU or MOA. Coordinates and assists program offices with the establishment of MOUs and MOAs.
- (k) WFO Program Administration. Develops and implements procedures for the review, acceptance, authorization, and monitoring of WFO that are consistent with DOE and NNSA Policies and procedures; coordinates scope of work estimates; and develops and manages the proposed work review and acceptance process, including assessing field performance and effectiveness of local WFO processes using the Balanced Scorecard Compliance Program performance

objectives, measures, and expectations; and subsequent improvements and/or additional requirements, as appropriate. Acts as focal point for WFO program-related issues. Develops and implements management systems to ensure effective administration of the process.

- (l) Contract Closeout. Performs the necessary analysis and steps to close out various acquisition and financial assistance instruments.
 - (m) Competition in Contracting Advocate. Reviews justifications of noncompetitive acquisitions and identifies initiatives to maximize competition.
 - (n) Government Purchase Card Program. Implements and manages the Government Purchase Card Program on behalf of the NNSA/NV Head of Contracting Activity (HCA).
 - (o) Contractor Personal Property Management. Provides Functional Manager and REOP assessments of contractor personal property management and ISM implementation. Ensure that NNSA/NV's contractor personal property management operations are efficiently utilized and maintained to satisfy federal DOE and NNSA regulatory mandates, contract requirements, and satisfy customer needs. Provides guidance and direction to NNSA/NV contractors through interpretation of federal DOE and NNSA Directives and requirements. Provides oversight for contractors through implementation of the Balanced Scorecard Compliance Program. This oversight is achieved through continued operational awareness, feedback, application of Lessons Learned, and the development of a close working partnership. Provides personal property task plan guidance to the PBMC. Interfaces with all users of NNSA/NV contractor personal property services to provide a forum for feedback and understanding of property issues.
- (6) Communication Services Division. CSD performs the following functions:
- (a) Computing Resources. Provides NNSA/NV employees with the capability to readily acquire, share, protect, disseminate, and store the electronic information needed to successfully accomplish their jobs. Designs and implements, through appropriate resources,

intelligent and cost-effective technology solutions for NNSA/NV's information needs. Develops and implements plans for the acquisition, management, and utilization of computing equipment, networks, software, and related services for NNSA/NV and provides oversight of contractor activities.

- (b) Telecommunications. Administers voice, data, video, image, and scientific cable activities at NNSA/NV; use of secure and nonsecure telephones; and coordinates use of radio frequencies. Coordinates installation and access to intelligence-related communication capabilities through NVIC.
- (c) Computer Security. Provides Information Security System Management for the classified and unclassified computer systems in the NNSA/NV enclave.
- (d) Communications Security. Administers Communication Security Programs.
- (e) TEMPEST Program. Manages the control of potentially compromising emanations from electronic equipment.
- (f) Records Management Program. Coordinates, plans, and executes the NNSA/NV Records Management Program. Ensures effective use, retention, disposition, and retirement of official NNSA/NV files and records.
- (g) Directives Management Program. Coordinates, plans and executes the NNSA/NV Directives Management Program. Oversees contractor functions in the Directives Management Center.
- (h) Printing and Reproduction Coordination. Manages the Printing and Reproduction Program. Oversees contractor-operated printing and reproduction functions.
- (i) Mail Services and Distribution. Provides comprehensive mail services, including express mail shipments and internal distribution of mail. Processing includes classified documents.

- (j) Word Processing Center. Provides word processing service within the Word Processing Center and support service at satellite locations. Includes word processing support for classified and unclassified document material.
- (k) Forms Management Program. Provides the ordering, stocking, and distribution of Standard, Optional, DOE, NNSA, and local forms. Reviews, analyzes, and recommends approval of new and revised NNSA/NV forms.

CHAPTER III

NNSA/NV INHERENTLY FEDERAL WORK

NNSA/NV INHERENTLY FEDERAL WORK		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
1.0 Leadership	<p>Manager</p> <ul style="list-style-type: none"> Defines the corporate vision. Leads the development of values, mission statement, and strategic plan that is consistent with the Secretary's Strategic Plan, and various Program Secretarial Office (PSO)/Lead PSO (LPSO) planning documents. Establishes forums to achieve corporate coordination and integration such as the Manager's Staff meeting, the Executive Council, and the Leadership Team. <p>Assistant Managers</p> <ul style="list-style-type: none"> Communicate corporate vision/values/mission into their organization. Define the work, resources, goals, objectives, performance indicators at the Office of AM level. Establish expectations of behaviors for the management team that emulate the organizational values. Create a continuous improvement environment through process improvement mechanisms, i.e., benchmarking/reengineering/ Lessons Learned, etc. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Communicate corporate/AM vision/values/mission into their organization. Define the work, resources, goals, objectives, performance indicators at the division/office level. Establish expectations for staff behavior that emulate the organizational values. Create a continuous improvement environment through process improvement mechanisms, i.e., benchmarking/reengineering/ Lessons Learned, etc. Coach/mentor/motivate/empower staff utilizing established boundaries. <p>All Employees</p> <ul style="list-style-type: none"> Perform assignments with an understanding of and commitment to the organization's vision/values/mission. Establish behavioral patterns that emulate the organization's values. Raise opportunities for improvement (technical, management, system, work place safety, etc.) to supervisor. 	NV M 111.XB

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NNSA/NV INHERENTLY FEDERAL WORK		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
2.0 Technical Qualification and Competency	<p>Manager</p> <ul style="list-style-type: none"> Provides adequate resources and support to meet expectations of the Federal Technical Capability Program (FTCP). Designates and maintains a list of Senior Technical Safety Managers (STSM), keeping the FTCP informed of any changes through the NNSA/NV Agent. Establishes a culture committed to developing and maintaining employee technical competency commensurate with the degree of risk in assigned work. <p>FTCP Agent</p> <ul style="list-style-type: none"> Assists the Manager in establishing a formal STSM Program for the organization. Facilitates recruitment to fill open positions with technically competent individuals. Concurs with STSM vacancy announcements and crediting plans to ensure the inclusion of adequate selection criteria. Represents, to the FTCP, the office's justification regarding the identification and qualification of STSM incumbents. Coordinates the periodic self assessment of the NNSA/NV Employee Qualification Program. <p>Assistant Managers</p> <ul style="list-style-type: none"> Designate TQP participants. Implement the FTCP. Direct the performance of self-assessments of the FTCP in the second quarter of odd years. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Identify professionals in defined position categories per this Directive. Ensure that personnel are qualified to perform their safety management and/or oversight functions through the Professional Development Program. Ensure technical skills and knowledge related to safety management functions are reflected in position descriptions and performance criteria. Ensure employee Individual Development Plans (IDP) document qualification and continuous training requirements. Participate in annual training needs assessments to determine technical training requirements. Recruit and hire technically capable personnel. <p>STSM/TQP Participants</p> <ul style="list-style-type: none"> Complete training in accordance with approved IDPs. 	<p>DOE O 360.1B DOE M 360.1-1B DOE P 426.1 NV M 360.1A-1A</p>

NNSA/NV INHERENTLY FEDERAL WORK		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
3.0 Federal Employee Occupational Safety and Health	<p>Manager</p> <ul style="list-style-type: none"> Establishes the FEOSH Program and has overall responsibility for the program. <p>Assistant Managers</p> <ul style="list-style-type: none"> Select an individual to represent their organization on the FEOSH Committee. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Ensure the specific requirements are properly implemented. Conduct safety and health inspections of their areas. Ensure that complaints are promptly reported. Ensure violations are promptly abated. Ensure all employees are afforded the opportunity to attend hazard recognition training. Ensure all employees are familiar with accident and injury reporting requirements. <p>All Employees</p> <ul style="list-style-type: none"> Ensure they maintain a safe and healthy working environment. Report any observed unsafe or unhealthful condition in their work environment. Immediately report an accident or injury to their supervisor. 	DOE O 440.1A DOE P 450.4
4.0 Employee Concerns	<p>Manager</p> <ul style="list-style-type: none"> Concurs with or disapproves with the recommended action for employee concerns. Reviews Employee Concerns quarterly and year-end concern statistics. <p>Assistant Managers</p> <ul style="list-style-type: none"> Concur with or disapproves the recommended action for the employee concern. Reviews employee concerns quarterly and year-end concern statistics. Encourages employees to report concerns. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Encourage employees to report concerns; respond to management request to investigate concerns that fall within their assigned organizational purview; provide SME when applicable, etc. <p>All Employees</p> <ul style="list-style-type: none"> Report concerns related to security, ES&H, mismanagement, theft, fraud and abuse, reprisal, or other concerns that hamper the employee's ability to accomplish assigned work, e.g., harassment, etc. 	DOE O 442.1A

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NNSA/NV INHERENTLY FEDERAL WORK		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
5.0 Laws and Regulations (Including DOE and NNSA Regulations)	<p>Manager</p> <ul style="list-style-type: none"> Approves requests for exemptions from agency and state regulators, when required. <p>Assistant Managers</p> <ul style="list-style-type: none"> Provide leadership for the implementation of applicable laws and regulations pertaining to assigned work. Determine if exemptions are required. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Ensure staff are aware of laws and regulations pertaining to their assigned work. Prepare exemption requests, when required. <p>FRs/Program/Project Managers, Task Managers, Functional Managers/SMEs</p> <ul style="list-style-type: none"> Maintain awareness of laws and regulations pertaining to the work they are assigned. Assist in the development of rules with supporting SME participation on development teams. Determine actions necessary to ensure the implementation of the final rules and Directives. Provide comments on proposed rules/Directives and recommend technical and economical improvements, as appropriate, through the Directives Management Center to the DOE or NNSA POC. Originate exemption requests for any Directives or provisions of Directives identified as not appropriate. 	DOE O 251.1A DOE M 251.1-1A NV P 251.1 NV M 251.1-1B NV O 1300.2A
6.0 DOE, NNSA, and NNSA/NV Directives, Including DOE or NNSA Technical Standards	<p>Manager</p> <ul style="list-style-type: none"> Approves all NNSA/NV Directives. Submits proposed exemptions from DOE and NNSA Directives to the CSO and Office of Primary Interest for review prior to final approval. Approves exemptions from DOE, NNSA, and NNSA/NV Directive requirements in accordance with the process defined in DOE M 251.1-1A (unless stated otherwise in a DOE or NNSA Directive or authority has been retained by the PSO/LPSO for ES&H requirements applicable to Categories 1 and 2, hazard nuclear facilities, Directive System Manual, Chapter VII). Recommends exemptions to PSO/LPSO for ES&H requirements for NNSA/NV Categories 1 and 2, hazard nuclear facilities, where approval authority has not been delegated from the PSO/LPSO. Approves, as appropriate, interim field-level exemption while the PSO/LPSO exemption request is being processed. Approves permanent exemptions for Category 3, nuclear facilities, and below. 	DOE O 251.1A DOE M 251.1-1A NV P 251.1 NV M 251.1-1B NV O 1300.2A

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NNSA/NV INHERENTLY FEDERAL WORK		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
	<p><i>OPRs--Functional Managers</i> (NOTE: An OPR is usually a Functional Manager assignment for certain DOE, NNSA, and NNSA/NV Directives addressing a functional area, i.e., fire protection, emergency management, etc.).</p> <ul style="list-style-type: none"> • Maintain cognizance of related functional DOE and NNSA Directives, and develop and maintain content of NNSA/NV Directives, within their assigned functional area of responsibility. • Propose local requirements, processes, procedures, and responsibilities for implementation of DOE and NNSA requirements applicable to federal employees. • Propose local requirements for NNSA/NV contractors, where appropriate, for incorporation in appropriate contracts. • Coordinate review process of assigned DOE, NNSA, and NNSA/NV Directives. • Prepare requests for any temporary or permanent exemption from applicable requirements to be forwarded to the LPSO for review by appropriate NNSA/NV personnel. <p><i>Assistant Managers</i></p> <ul style="list-style-type: none"> • Provide leadership for the implementation of applicable DOE, NNSA, and NNSA/NV Directives on programs and projects and in functional areas by employees. • Review and concur on NNSA/NV Directives prior to Manager approval. • Provide leadership for use of technical standards that are developed or adopted by voluntary consensus standards bodies, as a means to carry out Department policy, objectives, missions, and activities. • Recommend exemptions to the Manager from DOE, NNSA, and NNSA/NV Directive requirements. <p><i>Division/Office Directors</i></p> <ul style="list-style-type: none"> • Determine strategy and consensus actions necessary for employees to implement DOE, NNSA, and NNSA/NV Directive System requirements. • Obtain Leadership Team consensus on proposed NNSA/NV Directives. <p><i>Program/Project Managers</i></p> <ul style="list-style-type: none"> • Recommend applicability of necessary and sufficient laws, regulations, and DOE, NNSA, and NNSA/NV Directives to assigned programs and projects. • Recommend the appropriate selection of standards (NV-WSS, NNSA/NV, industry consensus standards, etc.) for assigned work scopes. 	

CHAPTER IV

NNSA/NV WORK EXECUTION--MANAGEMENT AND OVERSIGHT

NNSA/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
1.0 Provide Direction	PSOs/LPSOs are responsible for defining mission, program objectives, high-level program performance measures, and programmatic expectations. The Manager and staff are responsible for directing the execution of contracts/agreements and identifying planned deliverables, schedules, and budget needs to accomplish specific missions, goals, and objectives as defined in the NNSA/NV Strategic Plan.	DOE P 450.1 DOE P 450.4 DOE P 450.5 NV P 450.4B
1.1 PSO/LPSO Mission Assignment to the Field	<p>Manager</p> <ul style="list-style-type: none"> Executes contracts consistent with DOE, NNSA, and NNSA Policies and requirements. Assigns AMs responsible for executing PSO/LPSO mission assignments. Notifies the DP, LPSO, when direction or guidance from multiple PSOs is inconsistent. Approves FPMs for DOE O 413.3 projects having delegated Acquisition Executive authority from the PSO/LPSO. Recommends candidate FPMs for DOE O 413.3 projects to the PSO/LPSO for projects where the PSO/LPSO retains Acquisition Executive authority. <p>Assistant Managers</p> <ul style="list-style-type: none"> Involve appropriate NNSA/NV organizations and stakeholders in reviewing proposed mission assignments. Review input and provide comments on DOE and NNSA program guidance. Provide support to resolve conflicts in PSO/LPSO direction or guidance. Ensure implementation of final program guidance. Recommend candidate FPMs to the Manager for DOE O 413.3 projects. 	DOE O 413.3 NV O 413.X
1.2 Budget Formulation	<p>Manager</p> <ul style="list-style-type: none"> Approves and transmits proposed budget request to the PSO/LPSOs for DOE or NNSA consideration regarding their inclusion in the Department's budget request to Congress. Designates membership to NNSA/NV's Resources Management Council. 	DOE O 130.1 DOE O 135.1 DOE M 135.1-1 DOE O 430.1A paragraph 7c(5) DOE G 430.1-1 NV O 124.X

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NNSA/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
	<p>AMBFS/CFO</p> <ul style="list-style-type: none"> Coordinates the development of programmatic budget requests for the Manager to forward to PSO/LPSOs by providing mission level guidance that is consistent with the NNSA/NV Strategic Plan to all applicable AMs and affected contractors. Participates in preparation of budget and Provides input to PSO/LPSO on adequacy of budget to support landlord activities and safety/security needs. Determines the adequacy of budget requests to support programmatic objectives and functional and institutional objectives/requirements and documents the results of that determination to the Manager and the PSO/LPSO receiving the budget request. Coordinates the submission of supplemental and crosscutting budget documents and corresponding execution year reports of status. Identifies business and financial issues that may impact budget. <p>Assistant Managers</p> <ul style="list-style-type: none"> Ensure a coordinated review of proposed budgets among all appropriate stakeholders. Ensure budget requests are consistent with the NNSA/NV Strategic Plan and annual planning baselines covering assigned mission/program work. Ensure preparation of, and concur on the proposed budget for their organization and Provides input to the PSO/LPSO POC on the adequacy of the proposal to support missions, safety initiatives, and implement corrective actions. Coordinate the development of programmatic budget requests for the Manager to forward to PSO/LPSOs by providing mission level guidance to Division/Offices, Program/Project Managers, and affected contractors. Participate in preparation of budget and provide input to PSO/LPSO on adequacy of budget to support landlord activities and safety needs. Formally assess the adequacy of the programmatic budget planning for functional and institutional responsibilities assigned to them; provide alternate plans to PSO when budgets are insufficient. Develop and issue to appropriate contractors activity and priority guidelines for applicable mission/programmatic work and priority guidelines for ES&H activities. AMTS maintains a system to prioritize the acquisition of physical assets. <p>Executive Council</p> <ul style="list-style-type: none"> Reviews, assesses impacts, and approves annual planning baselines that represent a balanced approach to addressing the priorities of mission/program work and safety activities. 	

NNSA/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
	<p><i>Division/Office Directors</i></p> <ul style="list-style-type: none"> • Provide documentation in the form of scope of work descriptions, performance milestones, deliverables and funding requirements for submission to the PSO/LPSOs. • Develop programmatic budget requests consistent with the program guidance of PSO/LPSOs; coordinates programmatic budgetary planning for functional responsibilities with NNSA/NV Functional Managers and contractor Programmatic Managers. • Ensure that all functional planning documents are considered in developing the programmatic budget request. (ES&H Management Plan, Information Management Plan, and Safeguards and Security Plan, etc.) • Assess the adequacy of the programmatic budget request to support programmatic objectives and functional and institutional objectives/requirements and document the results of the assessment to all affected AMs. <p><i>Program/Project Managers</i></p> <ul style="list-style-type: none"> • Recommend budget requirements to effectively accomplish line objectives with a balanced consideration of related functional areas, i.e., safety, property management, technical information, etc. • Evaluate contractor budget submissions, planning documents, operating and capital budgets, and capital projects to ensure ES&H and other activities are appropriately addressed. 	
2.0 Define Scope of Work	Once the line organization has established its missions and resources, the specific work, which needs to be done in order to meet those missions, is determined. Department expectations, site and contractor capabilities, safety priorities, and available resources are considered in defining the scope of work to be performed. These activities are prioritized in order to ensure that resources are most effectively applied.	
2.1 Translate Mission Into Work	<p><i>Assistant Managers</i></p> <ul style="list-style-type: none"> • Ensure that assigned AM missions are translated into defined work scopes. • Ensure Task Plans provide integrated support to strategic plans and mission objectives. • Identify and communicate key mission deliverables, schedules, and funding guidance to staff. <p><i>Division/Office Directors</i></p> <ul style="list-style-type: none"> • Define work scopes and appropriately delegate federal management and oversight responsibilities to accountable individuals who possess the requisite qualifications for the assignments. • Review and approve planning documents. 	

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NNSA/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
	Program/Project/Functional Managers <ul style="list-style-type: none"> • Provide program guidance to contractor/user counterparts. • Develop or review work scope planning documents. • Ensure that appropriate functional and technical reviews are performed by NNSA/NV organizational elements. 	
2.2 Set Performance Expectations	Manager <ul style="list-style-type: none"> • Provides strategic vision from which priority incentives can be developed. • Approves contractor ISMS Description documents. Contracting Officer <ul style="list-style-type: none"> • In accordance with contract regulations and supported by the AMs, prepares, approves and issues contracts that establish clear expectations and performance measures regarding work to be performed and the mission and safety requirements based upon PSO/LPSO guidance and NNSA/NV's strategic vision. • Ensures contracts clearly delineate contractor responsibilities and supplies. • Acts as a liaison between the contractor and Department staff regarding contract issues and performance expectations. • Ensures QA and ISM are appropriately integrated into procurement actions. • Leads NNSA/NV's annual determination of adequacy of Contractor Safety Management Systems and requirements. Assistant Manager for Business and Financial Services <ul style="list-style-type: none"> • Negotiates and awards contracts in accordance with contractual regulations and NNSA/NV expectations. • Ensures contracts clearly delineate contractor responsibilities regarding subcontractors and supplies. • Ensures contracts establish clear expectations and performance measures regarding work to be performed and site mission and safety requirements. • Approves funding allocations and incentive fees. Assistant Managers <ul style="list-style-type: none"> • Provide guidance and priorities, consistent with those of PSO/ LPSOs to assist the contractor in developing work strategies. • Ensure that planning documentation Provides a reasonable balance between mission accomplishment and ES&H priorities. • Define and communicate applicable contractors change control thresholds to ensure NNSA/NV's appropriate involvement. • Ensure the development of program specific worker protection goals and objectives. • Develop performance measures and criteria to incentivize key areas of interest, including mission performance, ISM, Emergency Management, Asset Management. • Ensure the development of performance indicators for critical areas of performance. • Redirect the contract effort, shift work emphasis, require pursuit of certain lines of inquiry, clarify the statement of work. 	NV M 210.X

NNSA/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
	<p>Division/Office Directors</p> <ul style="list-style-type: none"> Propose performance indicators/measures for critical areas of performance. Ensure that planning documentation provide a reasonable balance between mission accomplishment and ES&H priorities. <p>Program/Project Managers</p> <ul style="list-style-type: none"> Review contract statements of work, task plans, performance plans, etc., to ensure they adequately define NNSA/NV objectives and expectations. Ensure that planning documentation Provides a reasonable balance between mission accomplishment and ES&H priorities. Propose development of performance measures and criteria to meet regulatory requirements, and accomplish mission and safety initiatives. 	
3.0 Analyze Risks	In all planning processes, all types of risks must be analyzed. These may include cost, scope, schedule, security, safety, etc. Risks must be identified and analyzed to determine the appropriate levels of controls.	
3.1 Identify and Analyze Risks	<p>Manager</p> <ul style="list-style-type: none"> Determines if additional external technical review is warranted for proposed higher risk activities. <p>Assistant Managers</p> <ul style="list-style-type: none"> Assure the Manager that all potential risks that may have substantial impact on the Office have been identified. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Assure the AM that all potential risks that may have substantial impact on the office have been identified. Acquire technical assistance (Core Technical Group, DOE and NNSA assistance), as needed. <p>Facility Representatives</p> <ul style="list-style-type: none"> Provide expert feedback on hazard analysis, safety basis documentation, and overall facility safety culture to NNSA/NV management and staff to help ensure the contractor/user are working within the safety boundaries established by NNSA/NV. Provide the results of walkthroughs, surveillances, and observations at assigned facilities to NNSA/NV management and staff. Assist the Program Manager with an operational awareness at nuclear and higher hazard facilities. 	DOE O 420.1 DOE O 440.1A DOE O 452.2B DOE O 5480.21 DOE O 5480.23 NV M 450.XA DOE-STD-1022-94 DOE-STD-1063-00 EM-STD-5502 EM-STD-5503

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NNSA/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
	<p>Program/Project Managers</p> <ul style="list-style-type: none"> Ensure that risk analysis provided by the contractor/user properly covers the appropriate risks associated with the work and Provides sufficient information for the selection of standards and controls. Involve NNSA/NV support staff in the identifications/analysis of risks associated with proposed new work and changes to existing work in accordance with NV M 412.X1B, REAL ESTATE/OPERATIONS PERMITS. Ensure that the contractor has an acceptable process to identify and analyze new or increased risks that may warrant NNSA/NV review. <p>Subject Matter Experts</p> <ul style="list-style-type: none"> Review risk identification/analyses and make formal recommendations. Receive input from outside reviews regarding risk analysis and propose resolution. 	
3.2 Categorize Facility/Activity Based on the Hazards (Nuclear Facilities)	<p>Manager</p> <ul style="list-style-type: none"> Signs the hazard category approval for Hazard Category 2 and below and accelerators not excluded in DOE O 420.2A if delegated, otherwise recommends approval to CSO. Designates the hazard category for accelerator facilities. <p>Assistant Managers</p> <ul style="list-style-type: none"> Concur on facility/activity classification level and forward to Manager for approval. Recommend the hazard class for accelerator facilities. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Concur with facility categorization and forward to the AM. <p>Program/Project Managers</p> <ul style="list-style-type: none"> Review the proposer's facility/activity classification (nuclear versus nonnuclear) and categorization (for nuclear facilities) and recommend approval to the Director for further action. 	DOE O 452.2B NV M 412.X1B DOE-STD-1021-93 DOE-STD-1027-92 10 CFR 830, Subpart B
4.0 Develop and Implement Risk Controls	<p>As risks are identified and analyzed, appropriate controls are planned to control, mitigate, or eliminate the risks. Relevant standards and requirements will be identified that relate to the risks. Operational controls may be engineered barriers or administrative in nature.</p> <p>Facility Representatives</p> <ul style="list-style-type: none"> Maintain day-to-day operational oversight of the assigned contractors activities. Report potential or existing dangers to NNSA Line Management and keep a record of activities and observations pertaining to the implementation of hazard controls. 	DOE O 225.1A DOE O 420.1 DOE O 452.2B DOE O 5480.19 DOE O 5480.22 DOE O 5530.1A DOE O 5530.2 NV M 435.1-1 NV M 450.XA NV O 452.1A NV O 56XG.1

NNSA/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
4.1 Identify Standards and Requirements	Define DOE, NNSA, and NNSA/NV requirements for contractors and user organizations through contracts, agreement instruments, and NV-WSS process.	
4.2 Nevada Work Smart Standards	<p>NOTE: NV-WSS includes laws, regulations, DOE, NNSA, and NNSA/NV Directives, industry standards, and other requirements documents determined applicable on a NNSA/NV complex-wide basis. NV-WSS are referenced as mandatory requirements in various NNSA/NV contracts and agreements.</p> <p>Manager</p> <ul style="list-style-type: none"> As HCA serves as the NNSA/NV agreement party signing agreements with NNSA/NV contractors, laboratories, or other agency agreement parties on the adoption of NV-WSS for use in relevant contracts and agreements. As HCA, signs Authorization and Activity Agreements with contractors, national laboratories, other agencies, and other users which adopt NV-WSS on a facility-specific or operations basis. As HCA, signs MOU or Management Agreements with NNSA/AL and NNSA/OAK regarding NNSA/NV's role to establish NV-WSS and other requirements governing the activities of national laboratories on real property assigned to NNSA/NV. Approves exemptions to NV-WSS, where authority to grant exemptions is not retained by a regulatory agency. <p>Deputy Manager</p> <ul style="list-style-type: none"> Serves as chairperson of the NNSA/NV CRG. As Lead Contracting Officer for NNSA/NV and chairperson of the CRG, issues modifications to contracts and other agreements regarding recommended changes to NV-WSS contained in NNSA/NV contracts. Dispositions identified impacts from contractors and other organizations and evaluates of pending contract or agreement modifications. As Lead Contracting Officer for NNSA/NV, approves contract modifications incorporating changes to NV-WSS recommended by the CRG. <p>Contracting Officer</p> <ul style="list-style-type: none"> Dispositions contractor identified impacts of pending contract modifications. Approves contract modifications incorporating changes to NV-WSS as recommended by the NNSA/NV CRG. <p>Assistant Managers</p> <ul style="list-style-type: none"> Provide leadership for the implementation of applicable NV-WSS requirements. 	<p>DOE O 251.1A DOE O 420.1 DOE P 450.3 DOE M 450.3-1 DOE G 450.3-1 NV P 251.1 NV M 251.1-1B NV M 450.3XA</p>

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NNSA/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
	<p>Division/Office Directors</p> <ul style="list-style-type: none"> Develop proposed Baseline Change Requests on changes to NV-WSS for consideration by the CRG. Provide SME support from a functional perspective on work assignments established by the CRG. <p>Program/Project Managers</p> <ul style="list-style-type: none"> Determine adequacy of NV-WSS defined in contracts to meet the needs of programs and projects and raise issues to supervisor as needed. Propose/support Baseline Change Requests on NV-WSS to the CRG regarding assigned programs/projects. 	
4.3 Incorporate Requirements Into Contracts or Agreements	<p>Contracting Officer</p> <ul style="list-style-type: none"> Authorizes standards/requirements to be included into contract/agreements. <p>Assistant Managers</p> <ul style="list-style-type: none"> Concur with the specific standards/requirements to be included in contracts or agreements. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Review and concur with the specific standards/requirements to be included in contracts or agreements. <p>Program/Project/Functional Managers</p> <ul style="list-style-type: none"> Perform ongoing reviews of the NV-WSS set or other sets of standards and propose needed changes. Review new work and unanalyzed hazards for needed changes to the NV-WSS set or other standards sets. 	
4.4 Nuclear Safety Rules, Implementation Plans, Programs, and Procedures	<p>Manager</p> <ul style="list-style-type: none"> Sends the recommendation for Approval (or when delegated, the approval) to the CSO with concurrence and comment. Transmits approvals of implementation plans from the CSO to appropriate AMs. Provides recommendations for approval of plans, programs, and procedures requiring PSO/LPSO approval. Where delegated such authority, approves plans, programs, and procedures and Provides notification of approval to PSO/LPSO. <p>Assistant Managers</p> <ul style="list-style-type: none"> Review the nuclear safety management rule required plans prepared by the contractor for compliance with the requirements of 10 CFR 830, 834, and 835. If not delegated approval authority, send recommendations for approval to the PSO/LPSO with concurrence on comments. Respond to PSO/LPSO or DOE or NNSA ES&H comments. <p>Facility Representatives</p> <ul style="list-style-type: none"> Maintain facility specific knowledge of approved authorization basis documents for assigned facilities. 	<p>DOE O 452.1B DOE O 452.2B DOE O 460.1A DOE O 5480.19 DOE O 5480.22 DOE O 5480.23 10 CFR 830 10 CFR 834 10 CFR 835</p>

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NNSA/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
	<p>Division/Office Directors</p> <ul style="list-style-type: none"> Review and concur with approval request correspondence. <p>Program/Project Managers</p> <ul style="list-style-type: none"> Review the nuclear safety implementation plans prepared by the contractor for compliance with the DOE and NNSA nuclear safety rules. Prepare approval request correspondence with concurrence or comments. Transmit approvals of implementation plans from PSO/LPSOs (or designee) to contractor. 	
4.5 Ensure an Adequate Authorization Basis (Categories 1, 2, and 3 Nuclear Facilities and High and Moderate Hazard Accelerators)	<p>Cognizant AM</p> <ul style="list-style-type: none"> Informs NNSA of all NNSA/NV operations requiring a safety analysis per DOE-STD-1027. Approves the scope, plan, and review team leader for the NNSA/NV SER. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Recommends the scope, plan, and review Team Leader for the NNSA/NV SER to the cognizant AM. Recommends NNSA/NV SER approval to the cognizant AM. Ensures that NNSA/NV reviews are conducted per NV M 412.X1B. <p>Program/Project Managers</p> <ul style="list-style-type: none"> Recommend the scope and plan for the NNSA/NV SER to the Director. Determine the required authorization basis documentation for inclusion in REOPs per NV M 412.X1B. Coordinate the REOP review. Recommend NNSA/NV SER and approval to the Director. 	DOE O 420.2A NV M 412.X1B NV M 450.XA DOE-STD-1027-92 DOE-STD-1104-96
4.6 Ensure an Adequate Authorization Basis (Below Category 3 Nuclear Facilities and Nonnuclear Facilities)	<p>Division/Office Directors</p> <ul style="list-style-type: none"> Ensure NNSA/NV reviews are conducted per NV M 412.X1B. <p>Program/Project Managers/Functional Managers</p> <ul style="list-style-type: none"> Determine the required authorization basis documentation for inclusion in the REOP. Coordinate the REOP review. 	NV M 412.X1B NV M 450.XA NV O 481.1
4.7 Authorization Protocols	<p>Manager</p> <ul style="list-style-type: none"> Review proposer's determination of applicability in accordance with NV M 412.X1B, REAL ESTATE/OPERATIONS PERMIT, to new work or significant changes to existing work. Negotiates with PSO/LPSO on the approval of construction and initial operation of reactors and selected moderate hazard facilities or modifications thereto involving a USQ. Signs the REOP when required to be signed at the Manager's level per NV M 412.X1B. 	DOE O 420.2A DOE O 425.1B NV M 412.X1B DOE-STD-1104-96

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NNSA/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
	<p>Cognizant AM</p> <ul style="list-style-type: none"> Recommends NNSA/NV SER approval to the Manager. Approves the scope and plan for the NNSA/NV SER. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Resolve disputes with proposer's determination of applicability of NV M 412.X1B to new work or significant changes to existing work. Signs the REOP when required to be signed at the Division Director level per NV M 412.X1B. <p>Program/Project Managers/Functional Managers</p> <ul style="list-style-type: none"> Review proposer's determination of applicability in accordance with NV M 412.X1B, REOP, to new work or significant changes to existing work. Raise any unresolved issues with proposer's determination to the next higher level of NNSA/NV management with recommended course of action. Determines the appropriate readiness review, if required, per NV M 412.X2. Determine any NNSA/NV approval conditions. Maintain the official file of pertinent documentation relating to the authorization of each assigned work scope through the organizational elements official filing system. Sign the REOP and coordinate other NNSA/NV approval signatures. 	
5.0 Perform Work	After planning has been completed and funding received, the work may be initiated.	
5.1 Confirm Readiness		
5.1.1 Startup/Restart Operational Readiness Reviews (ORR)/Readiness Assessments (RA) for Nuclear Facilities or Accelerator Readiness Review (ARR) for Accelerators	<p>Manager</p> <ul style="list-style-type: none"> Approves the ORR, RA, or ARR where authority has been delegated to the Manager. When not delegated approval authority, requests approval from the appropriate DOE or NNSA authority per DOE O 425.1B or DOE O 420.2A, as appropriate. Recommends readiness review level to the Approval Authority unless authority is formally delegated to the Manager. (Reference Table 1 of DOE-STD-3006-95.) <p>Assistant Managers</p> <ul style="list-style-type: none"> Recommend to the Manager the readiness review type, the performing organization, the review team, scope, plans, and procedures. Concur in final report acceptance. Concur in NNSA/NV's bases for verification and closure of all prestart/restart findings. 	DOE O 420.2A DOE O 425.1B NV M 412.X2 DOE-STD-3006-2000

NNSA/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
	<p>Division/Office Directors</p> <ul style="list-style-type: none"> Concur in recommended readiness review and proposed performing organization. Determine the scope and select qualified Team Leader. Concur in final report acceptance. Concur in NNSA/NV's bases for verification and closure of all prestart/restart findings and keep the approval official appropriately informed. <p>Program/Project Managers</p> <ul style="list-style-type: none"> Recommend the appropriate type of review (ORR, RA, or ARR) and the performing organization (NNSA/NV versus contractor) per DOE O 425.1B or DOE O 420.2A. Coordinate the appointment of the NNSA/NV review team, if applicable. Concurs in the review team's scope, plans, and procedures for the specified level of review. Concur in final NNSA/NV readiness review report acceptance or coordinate the appropriate NNSA/NV review of a contractor readiness review report. Concur in NNSA/NV's bases for verification and closure of all prestart/restart findings and keep the approval official appropriately informed. Verify that any NNSA/NV approval conditions have been satisfied. Review the final readiness recommendations from NNSA/NV organizational elements and recommend startup/restart. <p>Facility Representatives</p> <ul style="list-style-type: none"> Verify that any NNSA/NV prestart/restart/poststart findings have been satisfied. 	
5.1.3 Startup/Restart Authorization (Nonnuclear Facilities)	<p>Manager</p> <ul style="list-style-type: none"> Serves as the Startup/Restart Approval Authority as required by NV M 412.X2. <p>Assistant Managers</p> <ul style="list-style-type: none"> Serve as the Startup/Restart Approval Authority as required by NV M 412.X2. Approve, if delegated, or concur in the recommended readiness review and proposed performing organization. Approve, if delegated, or Concur in recommended review team, scope, plans, and procedures. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Serve as the Startup/Restart Approval Authority as required by NV M 412.X2. Approve, if delegated, or concur in recommended readiness review and proposed performing organization. Approve, if delegated, or concur in recommended review team, scope, plans, and procedures. 	NV M 412.X2

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NNSA/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
	<p>Program/Project Managers</p> <ul style="list-style-type: none"> Determine when a readiness review is required and the appropriate type per NV M 412.X2. Coordinate any NNSA/NV readiness review required or NNSA/NV review of a contractor readiness review. Concur in NNSA/NV's basis for verification and closure of all prestart/restart findings and keep the approval official appropriately informed. Verify that any NNSA/NV approval conditions have been satisfied. Review the final readiness recommendations and recommend startup/restart. <p>Facility Representatives</p> <ul style="list-style-type: none"> Verify that any NNSA/NV prestart/restart/poststart findings have been satisfied. 	
5.2 Perform Work Safely	<p>Manager</p> <ul style="list-style-type: none"> Participates in Worker Recognition Programs to encourage safety improvements. <p>Assistant Managers</p> <ul style="list-style-type: none"> Participate in Worker Recognition Programs to encourage safety improvements. Ensure immediate and effective remedial actions are taken for imminent danger situations. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Ensure contractors implement worker, public, environment, and Facility Protection Programs in accordance with requirements and good safety practices. Participate in Worker Recognition Programs to encourage safety improvements. Ensure that federal employees comply with applicable laws, rules, and DOE and NNSA Directives. Ensure that federal employees provide technical direction that is consistent with applicable laws, rules, and DOE and NNSA Directives. <p>Program/Project Managers/Task Manager/Functional Manager/FRs</p> <ul style="list-style-type: none"> Exercise shut down authority if an imminent danger exists or USQ is discovered and promptly notify the next higher level of NNSA/NV management. Conduct an inspection as soon as possible after an imminent danger situation has been corrected to ensure that appropriate actions have been taken to preclude recurrence. 	DOE O 440.1A DOE P 450.4 NTS-SOP 1103 NTS-SOP 1105

NNSA/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
5.2.1 Maintenance	Program/Project Managers <ul style="list-style-type: none"> Ensure that programmatic facilities have appropriate maintenance management systems and processes in place to meet the requirements of Life Cycle Asset Management for maintenance. 	DOE O 430.1A
5.2.2 Conduct of Operations	Program/Project Managers/Task Manager/Functional Manager/FRs <ul style="list-style-type: none"> Monitor contractor/user Conduct of Operations activities. Understand management systems used by the contractor/users to control operations, including operating procedures, radiation work permits, criticality control, lockout/tagout, environmental control, design and configuration control, maintenance activities, etc. 	DOE O 5480.19
5.2.3 Configuration Management	Program/Project Managers/Task Manager/Functional Manager/FRs <ul style="list-style-type: none"> Review, analyze, and monitor execution of the contractor's Configuration Management Program. 	DOE O 430.1A
5.3 QA (for NNSA/NV and Contractors)	Manager <ul style="list-style-type: none"> Approves contractor QA Program (QAP) descriptions as delegated by the LPSO. Assistant Managers <ul style="list-style-type: none"> Ensure a contractor QAP is prepared in accordance with applicable Directives and submitted to DOE or NNSA for review and approval. Assistant Manager for Technical Services <ul style="list-style-type: none"> Prepares and implements a QAP for NNSA/NV activities. Division/Office Directors <ul style="list-style-type: none"> Ensure that contractors implement QA Programs. Ensure a contractor QAP is prepared in accordance with applicable Directives and submitted to DOE or NNSA for review and approval. Ensure the contractor prepares and submits a QAP and monitors the implementation of the contractor's approved plan. Program/Project Managers/Task Manager/Functional Manager/FRs <ul style="list-style-type: none"> Review and recommend approval of contractor QAPs. Ensure that appropriate QA-related issues are resolved and tracked to completion and appropriately validated. Ensure that contractors' QA Programs are implemented and monitor performance in accordance with NV M 220.XB (or latest edition). 	DOE O 414.1A DOE G 414.1-1A NV M 220.XB NV O 10XE.1A NV M 10XE.1A-1 10 CFR 830.120
6.0 Collect Feedback and Pursue Improvement	In the performance of work, incidents may occur, opportunities for improvement may be identified, lessons will be learned. This perspective will be fed back into the planning and implementing documentation to ensure that the Department derives long-term benefits.	NV M 220.XB

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NNSA/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
6.1 Generation, Collection, and Dissemination of Information		
6.1.1 Lessons Learned Program	<p>Manager</p> <ul style="list-style-type: none"> Encourages a culture that utilizes Lessons Learned to strive for continuous improvement and ES&H performance data to identify early problem development. <p>Assistant Managers</p> <ul style="list-style-type: none"> Ensure a Lessons Learned culture is implemented within their organization. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Maintain awareness of applicable Lessons Learned as they relate to assigned work scopes and encourage dissemination of information. <p>Program/Project Managers/Task Manager/Functional Manager/FRs</p> <ul style="list-style-type: none"> Maintain awareness of applicable Lessons Learned as they relate to assigned work scopes and take appropriate action. Develop Lessons Learned regarding assigned work, where applicable, and disseminate through the NNSA/NV Lessons Learned process (NV O 230.XA). 	<p>DOE O 151.1A DOE O 210.1 DOE P 251.1 NV M 220.XB NV O 230.XA NV P 251.1 NV M 251.1-1B</p>
6.1.2 Occurrence Reporting and Processing System (ORPS)	<p>Assistant Managers</p> <ul style="list-style-type: none"> Ensure that the process for reporting contractor occurrences is maintained, implemented, and consistent with the ORPS. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Maintain cognizance of Occurrence Reports within their assigned programs and ensure proper closure actions are achieved. <p>Program/Project Managers, Task Managers, Functional Managers</p> <ul style="list-style-type: none"> Maintain cognizance of Occurrence Reports within their assigned programs and ensure proper closure actions are achieved. Monitor the contractor reporting of occurrences on the ORPS. Review reports and approve proposed corrective actions. Facilitate the notification and reporting of occurrences. Review and approve Occurrence Reports as delegated. <p>Facility Representatives</p> <ul style="list-style-type: none"> Facilitate the notification and reporting of occurrences of any safety or operational concerns. Review and approve occurrence reports for assigned facilities. Reviews and concurs with proposed corrective actions. Maintain cognizance of Occurrence Reports within their assigned facilities. Monitor the contractor reporting and follow-up of occurrences at assigned facilities and communicate any issues to the appropriate NNSA/NV Program/Project Manager. 	<p>DOE O 232.1A DOE M 232.1-1A NV M 220.XB NV PI 97-010</p>

NNSA/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
	Director, ES&H <ul style="list-style-type: none"> Communicates "ES&H alerts" received from DOE and NNSA or other sources to the NNSA/NV community. 	
6.1.3 ES&H Reporting Requirements (Occupational Safety and Health, Environmental, and Radiological) Categories	Assistant Managers <ul style="list-style-type: none"> Manage internal processes for reporting ES&H information in accordance with DOE M 231.1-1. Provide routine and special reports required by environmental protection laws, regulations, and Orders. Ensure appropriate documentation and review of USQ for nuclear facilities. 	DOE O 231.1 DOE M 231.1-1 DOE P 450.1 DOE P 450.2A
6.2 Line Oversight	Manager <ul style="list-style-type: none"> Establishes a culture of inquisitiveness and commitment to documenting contractor/user performance. Defines corporate oversight priorities. Management System Steering Panel (MSSP) <ul style="list-style-type: none"> Reviews oversight findings, relative risk estimates, and trends. Provides recommendations to Executive Council on oversight priorities, frequency, depth, etc. Assistant Managers <ul style="list-style-type: none"> Communicate oversight priorities to direct reports and ensure their incorporation into oversight plans. Maintain cognizance of oversight findings associated with assigned missions to guide management attention. Ensure that duly authorized independent oversight personnel have access to all work activities at all NNSA/NV facilities. This includes providing the site- and facility-specific training required to gain access to radiological and other controlled areas. Maintain an oversight plan of assigned work scopes that Provides adequate formal assurance that risks posed by work under their cognizance are being controlled in accordance with NNSA/NV expectations. Perform appropriate oversight activities and document results in accordance with NV M 220.XB (or latest edition). Assistant Manager for Technical Services <ul style="list-style-type: none"> Ensures contractors describe and document their safety management systems. Division/Office Directors <ul style="list-style-type: none"> Provide guidance to staff on oversight priorities, depth, frequency, quality, consistency with Directives, etc. Request support from the Core Technical Group or PSO/LPSOs (with appropriate NNSA/NV management involvement) when existing NNSA/NV resources are deemed insufficient. Perform appropriate oversight activities and document results in accordance with NV M 220.XB (or latest edition). 	DOE G 120.1-5 DOE O 413.1 DOE O 414.1A DOE G 414.1-1A DOE P 450.5 NV M 220.XB DOE-STD-1063-97 Fac Reps (pages 14-15)

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NNSA/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
	<p>Program/Project Managers/Task Managers/Functional Managers/FRs</p> <ul style="list-style-type: none"> • Maintain operational awareness of assigned work scopes. • Plan, schedule, perform, document, risk rank, and track oversight activities/results in accordance with NV M 220.XB (or latest edition). • Verify corrective actions as required in NV M 220.XB (or latest edition). • Develop and maintain facility/activity oversight plans. • Coordinate oversight activities with the NNSA/NV Project Manager to minimize impact on organization being reviewed. • Ensure that supervisor is made aware of important or potentially adverse facility/activity conditions. • Conduct periodic trending on oversight findings that may pertain to assigned work scopes. • Ensure statements of work and contracts are properly implemented. 	
6.3 Price-Anderson Enforcement	<p>Manager</p> <ul style="list-style-type: none"> • Refers nuclear safety violations to the CSO and Office of Enforcement for review. <p>Assistant Managers</p> <ul style="list-style-type: none"> • Participate in enforcement conferences with Office of Enforcement. • Report to the Manager any nuclear safety violations. <p>Division/Office Directors</p> <ul style="list-style-type: none"> • Provide additional information and support investigations as required. • Identify and report to AM any nuclear safety violations. <p>Program/Project Managers/Task Managers/Functional Managers/FRs</p> <ul style="list-style-type: none"> • Inform the Price-Anderson Enforcement Coordinator (NNSA/NV ESHD) of potential violations. 	HDBK-1085-95 10 CFR 820
6.4 Contractor/User Performance Assessment	<p>Manager</p> <ul style="list-style-type: none"> • Defines corporate priorities for contractors/user performance. • Ensures that effective feedback mechanisms are established to keep contractor/user informed of their performance. <p>Assistant Managers</p> <ul style="list-style-type: none"> • Identify performance priorities for assigned functions and activities. • Provide NTS/national laboratories' performance expectations input to NNSA/AL regarding Los Alamos National Laboratory, and Sandia National Laboratories; and to NNSA/OAK regarding Lawrence Livermore National Laboratory. 	NV M 210.X

NNSA/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
	<p>Division/Office Directors</p> <ul style="list-style-type: none"> Develop performance measures for evaluating the PBM. Evaluate the formal input gathered by staff and other support personnel and recommend to the AM appropriate actions. <p>FRs, Program/Project Managers, Task Managers, Functional Managers</p> <ul style="list-style-type: none"> Identify performance expectations and review performance of the contractor and user organizations. Review contractor/user self assessments to gain perspective on their perceived performance. Monitor contractor/user performance measures. Utilize oversight data to substantiate evaluations and recommendations, where appropriate. Identify any safety-related performance expectations and evaluations for the national laboratories' work at NNSA/NV. 	
6.5 Issues Management	<p>Manager</p> <ul style="list-style-type: none"> Ensures that issues are appropriately managed. <p>Assistant Managers</p> <ul style="list-style-type: none"> Review the findings of assessments to evaluate their significance and ensure that appropriate priorities and resources are assigned to corrective actions. Ensure corrective actions are processed in accordance with NNSA/NV QA Manual. Where this review finds insufficient significance to justify corrective efforts, report the results of that review to the assessed organization. Ensure that corrective actions in response to significant findings are effectively implemented. 	NV M 220.XB
6.6 ISM Long-Term Maintenance	<p>Manager</p> <ul style="list-style-type: none"> Issues annual program and budget execution guidance and direction concerning safety performance objectives, performance measures and commitments to NNSA/NV contractors, DTRA, and the national laboratories. <p>Management System Steering Panel</p> <ul style="list-style-type: none"> Coordinate review and approval of any revised ISMS description documents through the contracting officer. Identify self-assessment needs that will evaluate NNSA/NV implementation and effectiveness of the NNSA/NV Safety Management System. Identify areas of contractor/user oversight that will be emphasized. Meet with NNSA/NV contractor, DTRA and the national laboratories to coordinate any NNSA/NV ISMS improvement issues and opportunities. 	NV O 450.4

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NNSA/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE, NNSA, and NNSA/NV Directives
	<p>Assistant Managers</p> <ul style="list-style-type: none"> Consolidate Division Program and budget execution guidance and direction concerning safety performance objectives, performance measures and commitments for submission to the MSSP. <p>Division/Office Directors</p> <ul style="list-style-type: none"> As appropriate, recommend specific program and budget execution guidance and direction for NNSA/NV contractors and the national laboratories concerning safety performance objectives, performance measures and commitments for approval by the AM. Provide input to the MSSP regarding proposed revisions to ISMS descriptions. Ensure the conduct of NNSA/NV ISM self-assessments, as appropriate. 	
6.7 Oversight Management System	<p>Manager</p> <ul style="list-style-type: none"> Reviews Assessment Plans and schedules provided by the MSSP. Reviews quarterly reports from the MSSP. <p>Management System Steering Panel</p> <ul style="list-style-type: none"> Will provide the NNSA/NV Executive Council closure status, important trends, and recommendations regarding future oversight priorities. Reviews and analyzes quarterly reports from the AMs. Conducts yearly independent self-assessment to validate Oversight Management System implementation. <p>Assistant Managers</p> <ul style="list-style-type: none"> Implement assessment plans within their organization. Ensure V/As and walkthroughs are periodically performed. Appoint an Oversight Tracking System (OTS) coordinator to input data into the OTS. Utilize data in contractor/user performance evaluations. Review Division Director quarterly reports and develop roll-up report to the MSSP. Monitor progress of closure of findings and corrective action completion. <p>Division Directors</p> <ul style="list-style-type: none"> Ensure employees are fulfilling their oversight responsibilities. Ensure the coordination of assessments and information. Develop quarterly roll-up report for the AM. Ensure closure of findings and corrective actions are occurring as scheduled. 	